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XPAT Xtreme Pump & Testing, LLC

Employee Policy & HSE Handbook

Supersedes All Previous Versions

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Welcome and Purpose

This handbook is designed to acquaint you with XPAT Xtreme Pump & Testing, LLC and provide you with general information about working conditions, benefits and policies affecting your employment.

The information contained in this handbook applies to all employees of XPAT Xtreme Pump & Testing, LLC. Following the policies detailed within the handbook is considered a condition of continuous employment. The contents of this manual shall not constitute nor be construed as a promise of employment or as a contract between the XPAT Xtreme Pump & Testing, LLC and any of its employees. The handbook is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding and complying with the provisions of this handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

At-will Employment Statement

While we hope to have a long and profitable relationship with you, your employment with XPAT Xtreme Pump & Testing, LLC is voluntary and is subject to termination by you or the Company at will, with or without cause, and with or without notice, at any time.

While XPAT Xtreme Pump & Testing, LLC does have a disciplinary system in place, this system does not have to be used—the Company may make the decision to terminate you without first taking these disciplinary steps.

XPAT employees are hired to work at any XPAT location. Currently, XPAT has two field operations offices, one in Yorktown, Texas, the other in Carlsbad, New Mexico. Employees are expected to go where they are needed for operational success. Refusal to go to an XPAT field operations office will be subject to disciplinary action, up to and including, termination of employment.

None of the information provided in our policies signifies a contractual agreement or should be interpreted to conflict with, eliminate or modify in any way your employment-at-will status with the Company.

No individual, except for Beth Buckner, and/or Pencie Zamazal, CO-Owners, can approve any kind of contractual agreement. Should a contractual agreement be signed by this person(s), it must also be notarized in order to be applicable.

Mission Statement

Our mission is to retain and expand our customer base through superior, personalized service.

We have carefully selected you as a staff member because we believe that you will provide the high-quality service that continually makes us the best in the business. We believe that consistent, ethical and quality performance in all of our endeavors is the key to success and will result in loyal, mutually beneficial relationships. As a member of our staff, dedication to providing the best service to our customers is your number-one priority.

To fulfill this mission, we are committed to:

- Providing competitively priced products and high-quality service
- Be up to date with new technologies that may benefit us
- Rewarding employee achievement
- Serving and supporting the community
- Building partnerships
- Exceeding customer expectations

XPAT Xtreme Pump & Testing LLC Core Values

"To truly live our values, there are no shortcuts, especially when it comes to ensuring people's safety and how we treat the environment. Strong values are essential to building strong relationships with each other and the communities in which we operate. XPAT values have contributed to our success and holding ourselves and others accountable for demonstrating these values will ensure our continued success."

Health, Safety & Environment Policy

Our goal is to create a working environment such that we cause no harm to people and we minimize our impact on the environment.

To achieve this we will:


- Always comply with the law, or XPAT standards, whichever are higher.
- Operate our business to ensure proactive risk mitigation and continuous improvement.
- Set goals and targets, and measure performance against them.
- Hold ourselves accountable to meet XPAT standards.
- Communicate openly with those who may be affected by our activities.

Safe operations in all company activities are a core value. If operational results and safety ever come into conflict, we all have a responsibility to choose safety over operational results and XPAT will support that choice.

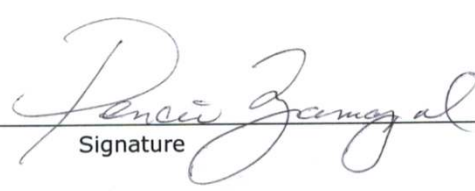
Stop Work Authority

All XPAT employees have the authority and obligation to stop a task or operation where concerns or questions regarding the control of HSE risk exists. No work will resume until all stop work issues and concerns have been adequately addressed. XPAT ensures that no employee will be reprimanded for issuing a stop work intervention. No form of retribution or intimidation for an employee exercising their right to issue a stop work authority will be tolerated by XPAT. For more information, see the Stop Work Authority section of the full XPAT HSE manual.

Beth Buckner
Owners Name


Signature

Pencie Zamazal
Owners Name


Signature

Employment Termination

1. Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:
 - Resignation—voluntary employment termination initiated by an employee.
 - Termination—involuntary employment termination initiated by management.
 - Layoff—involuntary employment termination initiated by for non-disciplinary reasons.
2. If you fail to be available for work during your scheduled work time without informing management of the planned absence, we will assume that you have voluntarily resigned.
3. In the case of termination due to resignation, retirement or permanent reduction in the work force, your bi-weekly pay will be paid on a pro-rata basis. Unused personal time is not paid upon termination. In the case of termination, any personal/sick time used in excess of accrued time will be deducted from your final paycheck.
4. All Company equipment must be returned at the time of resignation or termination, along with any other Company property and confidential information.
5. Any outstanding financial obligations owed to XPAT Xtreme Pump & Testing, LLC will also be deducted from your final check. Failure to turn in all company provided equipment will result in that amount being deducted from your final paycheck. If your final check does not sufficiently cover the money owed to the Company, you will remain liable for that amount.
6. If you leave in good standing, you may be considered for re-employment.
7. Except as required by law or by separate agreement, employee salary and benefits will end on the date of termination.
8. Upon resigning, please continue to provide us with an accurate address for at least one year for tax purposes.

Equal Employment Opportunity

It is XPAT Xtreme Pump & Testing, LLC's policy to provide an equal employment opportunity to all individuals. We are committed to a diverse workforce. We value all employees' talents and support an environment that is inclusive and respectful. We are strongly committed to this policy, and believe in the concept and spirit of the law.

We are committed to assuring that:

- All recruiting, hiring, training, promotion, compensation and other employment-related programs are provided fairly to all persons on an equal opportunity basis;
- Employment decisions are based on the principles of equal opportunity. All personnel actions such as compensation, benefits, transfers, training, and participation in social and recreational programs are administered without regard to any characteristic protected by state, federal or local law;
- Employees and applicants will not be subjected to harassment, intimidation, threats, retaliation, coercion or discrimination because they have exercised any right protected by law; and
- Reasonable accommodations will be made for disabilities and religious beliefs.

We believe in and practice equal opportunity. The Director of Human Resources serves as our Equal Opportunity Coordinator and has overall responsibility for assuring compliance with this policy. All employees are responsible for supporting the concept of equal opportunity and diversity and assisting our Company in meeting its objectives.

Please contact Human Resources with questions or concerns.

I-9 Immigration Reform

XPAT Xtreme Pump & Testing, LLC complies with the Immigration Reform and Control Act, employing only those persons who are legally eligible to work in the United States.

XPAT Xtreme Pump & Testing, LLC complies with the Immigration Reform and Control Act of 1986 by employing only United States citizens and non-citizens who are authorized to work in the United States. All employees are asked when they fill out and submit an employment application to provide original documents verifying the right to work in the United States and to sign a verification form required by federal law (INS Form I-9). If an individual cannot verify his or her right to work on the day of hire, XPAT Xtreme Pump & Testing, LLC must terminate his or her employment.

Please contact Human Resources with questions or concerns.

Code of Ethics Policy

XPAT Xtreme Pump & Testing, LLC maintains specific policies in an attempt to assist employees in adhering to certain standards of conduct. These policies are in place to preserve the Company's reputation and prevent adverse consequences to all parties involved. This particular policy is designed to establish standards of conduct with respect to payments and political contributions.

Prohibition of Improper Payments

XPAT Xtreme Pump & Testing, LLC requires all employees to only use lawful practices involving payments to customers, political parties, officials, candidates or governmental authorities. As a result, kickbacks and bribes offered with the intent of inducing or rewarding specific buying decisions or actions are strictly prohibited. No Company employee may offer to make direct or indirect payments of value in the form of compensation, gifts or contributions to any of the following:

- Persons or firms employed by or acting on behalf of a customer (private or governmental) for the purpose of rewarding favorable actions in a transaction.
- Any governmental officials, political parties or officials of a party or candidate for political office, for the purpose of rewarding favorable actions or influence of the official, party or candidate.

These restrictions are not applicable to ordinary, reasonable business entertainment expenses and gifts of no substantial value. Management should exercise sound judgment and discretion with regard to controlling and authorizing these business expenses on a regular basis.

Political Contributions

XPAT Xtreme Pump & Testing, LLC will not make any contributions to any political party or candidate for political office in violation of federal or state law. Federal law generally prohibits corporations from making contributions or expenditures in connection with a political campaign, subject to some limited exceptions. There are, however, various states that do allow corporate contributions to political parties and candidates in conjunction with state and local elections.

Reporting to Management

Any employee who must authorize, make or agree to a payment that may be contrary to this policy must report this information to his or her supervisor or to the Company's legal counsel immediately. If an employee learns that a coworker is engaging in conduct contrary to this policy, the employee must report this information immediately to his or her supervisor or the Company's legal counsel immediately as well. Management personnel who receive a report will promptly discuss the issue with legal counsel for further investigation.

Antitrust Laws

Antitrust laws are relevant to many business decisions, and those who engage in illegal actions against such laws are subject to fines and imprisonment. Management will help guide employees in abiding by antitrust decrees applicable to the Company. The Company intends to comply with all U.S. antitrust laws applicable to normal business operations and will hold employees responsible for abiding by these laws as well.

In compliance with Section I of the Sherman Antitrust Act:

- No employee may enter into an agreement (expressed or implied, formal or informal, written or oral) with any competitor restricting any of the following conditions or business offering:
 - Prices
 - Costs
 - Profits
 - Offerings of products and services
 - Terms of sale conditions
 - Production or sales volume
 - Production capacity
 - Market share
 - Quote decisions
 - Customer selection
 - Sales territories
 - Distribution methodology
- No employee may enter into an agreement with a purchaser or lessee restricting the right of the purchaser or lessee to determine the price to resell or lease the product in question. Employees may also not enter in such agreements when the Company is the purchaser or lessee in the agreement.

The following situations may be in violation of antitrust laws under certain circumstances. Employees may not enter into these agreements without consulting legal counsel in advance and obtaining clearance to enter into such agreements.

- Agreements with customers or suppliers regarding the sales or purchases of reciprocal purchases or sales by customers or suppliers.

- Agreements with purchasers or lessees of products of the Company that would restrict customers from using or reselling products as they choose to do so.
- Agreements with any party that would restrict all parties involved to manufacture a product or provide a service to a third party.

Exchange of Information with Competitors

Communication with competitors would be an infringement of antitrust laws, specifically if the communication is accompanied by some action. The prohibitions of this policy are intended to avoid antitrust infringements. Under this policy, no employee may discuss information on any subject with a competitor or another third party acting on behalf of a competitor to remain compliant with Section I of the Sherman Antitrust Act, unless the Company's legal counsel determines that the communication would not violate antitrust laws.

When participating in trade associations and other meetings with competitors, employees may not attend:

- Unauthorized meetings with competitors.
- Meetings where the communication with competitors is in violation of the paragraph above.
- Meetings for trade associations held to discuss business without adhering to the formal rules established by the trade association for its meetings.

Employees must recognize that participating in development and product certification events impacting competitors or suppliers may initiate antitrust violations. Consult with the Company's legal counsel before attending any event that may develop standards or certify products with competitors.

Violations of this Policy

If an employee violates this policy, he or she may be subject to termination or other disciplinary action to prevent future violations. The following individuals may be subject to disciplinary action or termination:

- Employees who are in direct violation of this policy.
- Employees who deliberately withhold information concerning the violation of this policy or fail to report a violation of this policy.
- Management personnel who fail to report violation of this policy by their subordinates.

Complaint Policy

XPAT Xtreme Pump & Testing, LLC strives to openly communicate with all employees. Any concerns employees have should be promptly be reported to management so that a solution may be devised.

Examples of some complaints employees may have:

- Suggestions for improvement
- Concerns about working conditions
- Issues with co-workers
- Concerns about treatment at work

When a complaint is voiced, we will do our best to remedy the situation. While every employee may not be satisfied with every solution, we do value the input that employees provide and want to foster an environment where all employees feel comfortable reporting their concerns.

Please contact your supervisor or Human Resources with all complaints.

Disciplinary Action Policy

Disciplinary actions may entail verbal, written and final warnings, and suspension and termination. All of these actions may not be followed in all instances. XPAT Xtreme Pump & Testing, LLC reserves the right to exercise discretion in discipline. **Prior warning is not a requirement for termination.** If you are disciplined in writing, copies of your warnings are placed in your personnel file.

XPAT Xtreme Pump & Testing, LLC reserves the right to take any disciplinary action the Company considers appropriate, including termination, at any time. In addition to those situations discussed elsewhere in this handbook, listed below are some examples where immediate termination could result. This list is general in nature and is not intended to be all inclusive:

- Discourtesy to a customer, provider or the general public resulting in a complaint or loss of good will.
- Refusal or failure to follow directions from management.
- Breach of confidentiality relating to employer, employee, customer or provider information.
- Stealing, altering, damaging or destroying Company property or records, or another employee's property.
- Dishonesty.
- Providing false or misleading information to any Company or Contractor representative or on any Company records, including the employment application, weekly time sheets, daily time sheets, and similar records.
- Fighting or engaging in disorderly conduct on the Company's or a customer's premises.
- Violations of the Company's employment policies.
- Conduct or performance issues of a serious nature.
- Failure of a Drug/Alcohol test.
- Violations of the Company's Substance Abuse Policy, Fleet Safety Program, or HSE Program

Drug-free Workplace Policy

XPAT provides a drug-free workplace. The purpose of our SAP is to ensure the safety of all employees and to promote productivity. This SAP applies to all employees, contractors, and temporary workers. Substances covered under this policy include alcohol, illegal drugs, inhalants, and prescription, over the counter drugs, and compounds such as SILDIA, bath salts, potpourri, and synthetic drugs. XPAT reserves the right to search company premises, including vehicles, company housing, desks, lockers, storage areas, work areas, offices and any other property furnished by the company. Employees may **NOT** install private locks on any property supplied by the company. **XPAT reserves the right to conduct alcohol and drug tests at any time, without prior notice.** We will immediately terminate your employment & withhold any Per Diem pay for that pay period if you violate this SAP, refuse to be tested, provide false information, or fail to cooperate in a company investigation regarding drug and/or alcohol use.

Employees must follow these rules while on company premises and while conducting company business. These rules apply any place that you may conduct company business, including a company vehicle or your own vehicle.

- This SAP does **NOT** prohibit off-the-job use of alcoholic beverages by an employee; however, if that use adversely affects the employee's ability to perform their job, then the employee may be found in violation of this policy. This SAP **DOES** prohibit off-the-job use of alcoholic beverages by any employee wearing company attire or on company premises.
- You may **NOT** use, possess, or be under the influence of illegal drugs.
- You may **NOT** sell, buy, transfer, or distribute drugs. XPAT reserves the right to report such activity to the authorities.
- You may **NOT** sell, buy, transfer, or distribute drug paraphernalia.
- You may **NOT** use or be under the influence of inhalants.
- You **MUST** follow these rules if you take prescription or over-the-counter drugs while on company premises or while conducting company business.

You may use a prescription drug **ONLY** if a licensed health care provider prescribed it to you within the last calendar year. You may use prescription or over-the-counter drugs **ONLY** if they do **NOT** generally affect your ability to work safely and effectively. You **MUST** keep these drugs in their original container or bring only a single-day supply.

XPAT reserves the right to consult with a doctor to determine if a prescription or over-the-counter medication **MAY** create a risk of harm to you or others if you use it on the job. XPAT may change your work duties or restrict you from working while you are using a prescription or over-the-counter medication that creates such a risk.

- You may **NOT** use machinery while taking prescription or over-the-counter medications that impair your ability to work safely. This includes company vehicles.
- You **MUST** cooperate with any investigation into drug and/or alcohol use. An investigation **MAY** include tests to detect the use of alcohol, drugs, or inhalants.

Drug Testing

Drug testing **MAY** include hair, urine, blood, or breathalyzer tests. Before testing, you will be given the chance to explain the legal use of any drugs.

Random Drug and/or Alcohol Testing

XPAT reserves the explicit right to conduct random drug and/or alcohol testing. Each employee to be tested will be selected using a non-subjective, computer based random number generator.

ANY employee that refuses to submit to a random drug and/or alcohol test will be considered to have voluntarily resigned.

See the XPAT HSE manual for the complete Substance Abuse Policy, (SAP).

Fit for Duty

Physically Fit

XPAT Xtreme Pump & Testing LLC wants to ensure that all employees are physically fit and capable to perform the job duties assigned. All new hire employees will be subjected to and must pass a work simulation physical examination process provided by WorkSteps, Inc.

Training

It is the determination of XPAT Xtreme Pump & Testing LLC to ensure that all employees will be properly trained for their assigned task. Before any employee starts a new assigned task the employee must receive specific training. Examples might include:

- forklift operation, aerial lift operation, test trailer operation, grease trailer operation, wash unit operation, etc.

Drug and Alcohol Testing

It is the policy of XPAT Xtreme Pump & Testing LLC that drug and alcohol testing for pre employment, post accident, reasonable suspicion, or random will be conducted by only a laboratory certified by the U.S. Department of Health and Humans Services (HHS) under the National Laboratory Certification Program (NLCP).

Testing Procedures – Pre Employment

Any offer of employment is deemed conditional upon the potential employee having a negative test result for drugs. Pre-employment Drug testing shall be scheduled by the hiring supervisor directly with the third-party service provider immediately upon acceptance by the candidate of a conditional offer of

employment. Testing should be done in a location most likely to ensure timely receipt of the results. Pre-employment test results will be reported by the Medical Review Officer.

Testing Procedures - Employees

Any person who requires an employee to be tested for Alcohol or Drugs must tell the employee beforehand why the test is being requested. **Any employee who refuses a request to be tested is in breach of this policy and will be subject to immediate termination of employment.**

When testing for either Alcohol or Drugs is to occur, XPAT Xtreme Pump & Testing LLC will direct the employee to a sample collection site designated by a third-party service provider and provide transportation to the site. At XPAT Xtreme Pump & Testing LLC's discretion, a qualified technician may be brought to the worksite to conduct the testing.

Safe Work Practices

It is the determination of XPAT Xtreme Pump & Testing LLC that all employees will be informed of the safe work practices and procedures in the work place.

Prescription and Over-the-Counter Medications

It is the policy of XPAT Xtreme Pump & Testing LLC that all employees must notify their supervisor when taking any prescription or over-the-counter medication that could impair their ability to work safely.

Over-the Counter medications such as allergy or cold and flu medications could also impair one's ability to perform safely and must be reported to their supervisor.

Employee Monitoring

To determine if an employee should be removed from the work site, XPAT Xtreme Pump & Testing LLC will monitor employee behaviors and activities based on the Behavior Based Safety Policy.

Employee Responsibility

Employees are responsible for notifying their supervisors if they are fatigued to the point of not being able to perform their duties safely.

Employees are also responsible for ensuring they are physically and mentally fit to perform their job function safely, they must take responsibility for their own safety as well as not reporting to work in a condition that could endanger their fellow workers.

Harassment Policy

XPAT Xtreme Pump & Testing, LLC strives to provide a work environment that is free from harassment. Therefore, will not tolerate harassment based on age, race, gender, color, religion, national origin, disability, marital status, covered veteran status, sexual orientation, status with respect to public assistance and other characteristics protected under state, federal or local law. This conduct is prohibited in any form at the workplace, at work-related functions or outside of work if it affects the workplace. This policy applies to all employees, clients, customers, guests, vendors and persons doing business with the Company.

Harassment consists of unwelcome conduct toward an individual because of his or her age, race, gender, color, religion or other protected status when the conduct creates an intimidating, hostile or offensive work environment that causes work performance to suffer or negatively affects job opportunities.

Types of prohibited harassment include, but are not limited to, the following:

- Verbal or written comments related to a trait someone possesses, including name-calling, jokes, slurs, negative stereotyping or threats
- Explicit or degrading verbal comments about another individual or his or her appearance
- Nonverbal conduct, such as staring, leering or giving inappropriate gifts
- Physical conduct, such as assault or unwanted touching
- Visual images, in hard copy or electronic form, relating to a trait someone possesses (for example, cartoons, drawings or pictures)

Appropriate performance reviews, counseling or discipline by your manager do not constitute harassment.

If you feel that you are being harassed, take the following steps:

- Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so
- Report the incident immediately to your manager and Human Resources representative
- Report any additional incidents or retaliation that may occur to your manager and Human Resources representative

All reports will be investigated immediately and thoroughly. Complaints and actions taken to resolve complaints will be handled as confidentially as possible. Appropriate actions will be taken to stop and remedy such conduct, including interim measures during a period of investigation.

Retaliating or discriminating against an employee who reports a suspected incident of harassment or who cooperates in an investigation is prohibited. Employees who violate this policy or retaliate against an employee in any way will be subject to disciplinary action, up to and including termination.

Sexual Harassment Policy

XPAT Xtreme Pump & Testing, LLC prohibits sexual harassment of all kinds. This policy applies not only to employees, but also to clients, customers, guests, vendors and anyone else doing business with XPAT Xtreme Pump & Testing, LLC. Any employee who feels that he or she has been a victim of sexual harassment should notify Human Resources immediately.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment
- Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment
- Such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment

Examples of sexual harassment include, but are not limited to, the following:

- Unwelcome sexual flirtation, advances or propositions
- Verbal comments related to an individual's gender or sexual orientation
- Explicit or degrading verbal comments about another individual or his or her appearance
- The display of sexually suggestive pictures or objects in any workplace location, including transmission or display via computer
- Any sexually offensive or abusive physical conduct
- The taking of or the refusal to take any personnel action based on an employee's submission to or rejection of sexual overtures
- Displaying cartoons or telling jokes which relate to an individual's gender or sexual orientation

Standards of Conduct

The work rules and standards of conduct for XPAT Xtreme Pump & Testing, LLC are important, and the Company regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their jobs and conducting business on behalf of XPAT Xtreme Pump & Testing, LLC. Please note that any employee who deviates from these rules and standards will be subject to disciplinary action, up to and including termination of employment.

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action.

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, manufacture, distribution, sale, transfer, dispensation or use of alcohol or illegal drugs
- Fighting or threatening violence in the workplace
- Unauthorized modification of any Company equipment
- Immoral actions or intimidating others
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of Company or customer property
- Insubordination or other disrespectful conduct
- Violation of safety, health, or environmental rules
- Smoking in the workplace and in company-owned equipment
- Smoke breaks are at the discretion of the client company representative. Always check with the company man for their policy on smoke breaks, and abide by their policy.
- Sexual or other unlawful or unwelcome harassment or touching
- Excessive absenteeism or any absence without notice

- Unauthorized use of Company Vehicles or other Company equipment
- Using Company equipment for purposes other than business (e.g., playing games on cell phones, tablets, or personal Internet usage)
- Unauthorized disclosure of confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Failure to be Fit for Duty
- Failure to inform

These rules apply to any and all interactions with customers, fellow employees or anyone else associated with the workplace.

Rules for ALL workers:

- Be on time to location. (You don't have to be early, but you can't be late.)
- No sleeping on the job.
- No truck idling on the job.
- XPAT trucks are to be cleaned and washed daily after each use.
- You cannot leave location during work hours without express permission of Operations management for any reason.
- You must attend the morning or evening on-site safety meeting.
- No overcharging on hours. You will charge only for the hours that you are on location.
- Shop time must be pre-approved by management.
- XPAT does not pay for travel time. Travel to and from a jobsite is not considered compensable time even if you are driving an XPAT vehicle.
- Whenever possible, temporary housing closer to the actual job site will be utilized to prevent long commutes to and from the job.

Violence in the Workplace

It is XPAT Xtreme Pump & Testing, LLC's policy to provide a workplace that is safe and free from all threatening and intimidating conduct. Therefore, the Company will not tolerate violence or threats of violence of any form in the workplace, at work-related functions or outside of work if it affects the workplace. This policy applies to Company employees, clients, customers, guests, vendors and persons doing business with the Company.

It is a violation of this policy for any individual to engage in any conduct, verbal or physical, that intimidates, endangers or creates the perception of intent to harm persons or property. Examples include but are not limited to:

- Physical assaults or threats of physical assault, whether made in person or by other means (i.e., in writing, by phone, fax or email).
- Verbal conduct that is intimidating and has the purpose or effect of threatening the health or safety of a co-worker.
- Any other conduct or acts that management believes represent an imminent or potential danger to work place safety or security.

Anyone with questions or complaints about workplace behaviors that fall under this policy may discuss them with a supervisor or a Human Resources representative. The Company will promptly and thoroughly investigate any reported occurrences or threats of violence. Violations of this policy will result in disciplinary action, up to and including immediate termination of employees. Where such actions involve non-employees, the Company will take action appropriate for the circumstances. Where appropriate and/or necessary, the Company will also take whatever legal actions are available and necessary to stop the conduct and protect Company employees and property.

Weapons in the Workplace

XPAT Xtreme Pump & Testing, LLC prohibits the possession of firearms or any other lethal weapon on Company property, in a vehicle being used on Company business, in any company-owned or leased parking facility, or at a work-related function. This applies to all employees, visitors and customers on Company property, even those who are licensed to carry weapons. The only exception to this is an employee who is required to possess weapons in order to fulfill his or her job duties.

Some examples of prohibited weapons include:

- Firearms (pistols, revolvers, shotguns, rifles and bb guns)
- Knives (switchblades, gravity knives or any knife with a blade longer than three inches)
- Metal knuckles
- Bows and arrows
- Tasers

We prohibit weapons to ensure the safety and security of all employees and persons visiting the Company. Any employee found in violation of this policy will be subject to disciplinary action, up to and including immediate termination. If you have questions or concerns regarding this policy, please contact Human Resources.

Workplace Bullying

XPAT Xtreme Pump & Testing, LLC is committed to providing a safe and healthy work environment for all employees. As such, the Company prohibits bullying of any kind and will deal with complaints accordingly. This policy applies to employees while working, at work functions and while traveling on business.

Bullying is defined as unwelcome or unreasonable behavior that demeans, intimidates or humiliates an individual or a group of individuals.

Bullying can be:

- An isolated incident or persistent incidents
- Carried out by a group or an individual
- Either direct or indirect
- Verbal or physical

Some examples of bullying include:

- Abusive or offensive language
- Unwelcome behavior
- Unreasonable insults or criticism (especially in public)
- Teasing and/or spreading rumors
- Trivializing of work or achievements
- Exclusion or isolation

Bullying can have devastating results. If you witness bullying or suspect bullying is taking place, report it to your supervisor and/or to Human Resources immediately. All suspected incidents of bullying will be thoroughly investigated and disciplinary measures will be taken accordingly.

Employment Taxes & Voluntary Deductions

As an employee of XPAT Xtreme Pump & Testing, LLC , you are responsible for paying federal, state and local taxes. This includes income taxes, Social Security and Medicare taxes, and the federal unemployment tax (FUTA). These taxes will be automatically withdrawn from each of your paychecks at a rate that is determined by the number of deductions you claim on form W-4.

Communicable Disease Policy

A communicable disease is a disease that can be transmitted from one individual to another via: (1) direct physical contact, (2) the air (cough, sneeze or particle inhaled), (3) through a transmission vehicle (either ingested or injected) or (4) through a vector (animals or insects). Examples of some of the most common communicable diseases include: measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV), AIDS, AIDS-Related Complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS) and tuberculosis (TB). This definition may be broadened in accordance with the recommendations and information provided from the Centers for Disease Control and Prevention (CDC).

XPAT Xtreme Pump & Testing, LLC will make decisions involving those with communicable diseases based on medical information concerning the disease in question, the risks of transmission to others, symptoms and any special circumstances of the individuals involved. The Company will weigh potential risks and available alternatives before making any decisions.

Reporting Procedure

Those employees who demonstrate signs or symptoms of a communicable disease that poses a credible threat of transmission in the workplace should report that potential infection or disease immediately to the Human Resources department. The employee is then responsible for keeping XPAT Xtreme Pump & Testing, LLC informed of his or her condition that may require extended care, missed work, etc. The employee may also be required to provide written documentation from a physician to return to the worksite.

Hiring and Employment

XPAT Xtreme Pump & Testing, LLC will not discriminate against job applicants or employees with a communicable disease. These individuals will not be denied access to the worksite solely because they have a communicable disease, but may be excluded from Company facilities, programs and functions if XPAT Xtreme Pump & Testing, LLC determines that restriction is necessary to protect the welfare of the infected individual or the welfare of others.

XPAT Xtreme Pump & Testing, LLC will comply with all applicable statutes that protect the privacy of individuals with communicable diseases.

Abuse of this policy will result in disciplinary action up to and including termination. reserves the right to revise this policy without notice during changing pandemic conditions.

Rest Periods

A minimum of two paid rest periods of 15 minutes each should be permitted each day. The schedule for these breaks should depend completely on the needs of each location. Rest periods are considered time worked, and employees will receive compensation for such periods.

Emergency Leave, Days Off, & Vacations

Emergency Leave

XPAT Xtreme Pump & Testing, LLC attempts to adhere to work schedules with scheduled days off, but there may be cases due to operational commitments, where an employee is required to work over or come back early.

Employees finishing their 60 day probation period or (for current post probation employees), execution of this manual, are granted 5 days of Emergency Leave, (EL), a year with pay to be used for sickness, funerals, (immediate family only), court dates, etc. After 5 days, your pay will be docked accordingly. Please schedule all your personal business on your days off. It is the employees' responsibility to contact both the Operations Manager and HR at least 72 hours prior to taking EL if possible. Less than 72 hours notice requires immediate notification by phone. EL guidelines are no more than 3 days for funerals, and 2 days for sickness, unless accompanied by a doctor's note, EL will not be paid upon termination of employment, for any reason or circumstance. EL cannot be used for overtime pay. Any EL not used at the end of the year will not roll over to the next year.

Days Off

XPAT Xtreme Pump & Testing, LLC completion employees successfully completing their 60 day probation period are entitled to be placed on a viable work schedule. **Prior to leaving on their scheduled days off, all XPAT employees are required to contact the Operations Manager.** Failure to return from Days Off on time or early when asked by Management, will result in disciplinary action up to, and including termination.

Vacations

XPAT Xtreme Pump & Testing, LLC employees after one year of continuous service will earn 1 week, (7days), of vacation time. All vacation time accrues from the latest employee hire date, (anniversary). If the employee leaves XPAT Xtreme Pump & Testing, LLC before their 1 year anniversary date, the vacation benefit is lost. If the employee leaves after becoming eligible for vacation, but has not taken vacation, the employee will be paid for their vacation time. If the employee does not want to take their vacation time each year, they can opt for a weeks' pay instead. Vacation time does not accrue or roll over from year to year. All vacations will start on Thursday and go through the following Wednesday, (7 days). No split vacation time will be approved.

All vacation requests must be approved by both the Operations Manager & HR Department in advance. Please use the vacation request form found on the company website, <http://m.xpatllc.com/vr>

Emergency Action Plan

XPAT Xtreme Pump & Testing, LLC recognizes that our people drive our business. As our most critical resource, employees are safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. No duty, no matter what its perceived result, is more important than employee health and safety.

General Guidelines in an Emergency

Stay calm and think through your actions. Know important emergency numbers, such as:

- Fire/Police/Ambulance 911
- President of Operations - (318) 771-0871
- VP of Operations - (469) 585-4076
- Safety Officer -
- Be aware of your surroundings:
- Do not hesitate to call or alert others if you believe that an emergency is occurring.

Fire Evacuation:

- Employees will be notified of a fire by either a verbal alarm or a texted announcement.
- Upon hearing the alarm, immediately evacuate the area. Do not delay evacuation to gather personal belongings, finish a phone call or wait for friends.

If You Discover a Fire:

- Alert other persons in the immediate hazard area.
- Activate the nearest fire alarm, call 911.
- If you have been trained to use a fire extinguisher, follow these instructions:
 - Pull the safety pin.
 - Aim the nozzle at the base of the fire.
 - Squeeze the operating lever.

- Sweep side to side, covering the base of the fire.
- When using a fire extinguisher, always stay between the fire and an exit—never feel that using a fire extinguisher is required, and if the fire is too hot, too smoky or you are frightened, evacuate immediately.

Medical Emergency:

- Upon discovering a medical emergency, call 911.
- Stay with the ill or injured person, being careful not to come into contact with any body fluids unless properly trained and protected.
- Employees in the immediate vicinity of the emergency, but not involved in the emergency effort, should leave the area.

Severe Weather:

- In the event severe weather conditions occur at a time when you have not yet reported to work, you should report to work as usual unless otherwise notified, but only if you are able to do so safely.
- Employees should immediately seek shelter.

Workplace Violence:

- Any employee who feels that he or she has been threatened should immediately report the incident to their supervisor.
- Depending upon the level of concern, 911 may be called immediately.
- Never attempt to confront any person exhibiting threatening behavior.
- If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are strongly urged to confidentially discuss the issue with the General Manager.

General Computer & Smartphone Usage Policy

XPAT Xtreme Pump & Testing, LLC is committed to accomplishing its business objectives in a secure and timely manner. Each employee must assist in achieving this goal while safeguarding corporate information assets. The basic regulations for using the Company computer systems are as follows:

- Computers, Tablets, and Smart Phones are for business use only
- The Company may access any information created, transmitted or stored on its information systems
- Copying or downloading software of any kind is prohibited
- Internet is for business use only— personal use is not permitted. Any data charge for Internet usage beyond approved company use, will be charged directly to the employee.
- The Company may provide email accounts to some of its employees for business use only — personal use is not permitted
- Any email or text of an offensive, pornographic or otherwise inappropriate nature is prohibited—violations may result in disciplinary action
- Company proprietary information must be protected at all times
- Text messaging services are provided to ease communication between employees—non-business use is prohibited on company provided equipment

Please use the computers & smart phones responsibly and contact Human Resources with any questions regarding appropriate usage.

Recording Devices Prohibited

XPAT Xtreme Pump & Testing, LLC respects the privacy of its employees and strives to protect all confidential Company information.

The Company prohibits the use of any recording device on Company property or during working hours unless specifically permitted by the Company. The Company prohibits the use of picture phones or any other camera or device that may capture visual images without the Company's prior written permission. More specifically, the use of picture phones or other recording of visual images is prohibited in restrooms and any other area where members of the public or co-workers would expect a reasonable degree of privacy and in any areas in which sensitive or closely guarded corporate or business materials are used or housed.

Any employee found in violation of this policy will be subject to disciplinary action and may also be subject to prosecution to the fullest extent permitted under the law.

Anti-discrimination Policy

XPAT Xtreme Pump & Testing, LLC does not discriminate against anyone based on race, color, ethnicity, religion, gender, sexual orientation, disability status or any other trait that is protected under local, state or federal law. In addition, we do not allow discrimination of any kind in the workplace. We are an equal opportunity employer and also take affirmative action measures against discrimination in all aspects of employment and Company business. This policy applies not only to personnel decisions, but to all aspects of business.

We ask that you respect those around you—co-workers, customers and management alike.

Any reports of discrimination will be investigated and disciplinary measures will be taken.

Attendance & Standard Working Hours

XPAT Xtreme Pump & Testing, LLC expects that every employee will be regular and punctual in attendance. This means being ready to work, at the starting time each day. Absenteeism and tardiness place a burden on both co-workers and management.

Completions operators and helpers will be placed on a rotating work schedule. This schedule is not flexible and individual changes to the work schedule will not be made to accommodate employees with certain days off. Employees cannot exchange work schedules with other employees.

ALL operators and helpers will report to their respective shop/yard by 7:00 each morning. Be dressed for work, clean shaven and have all required PPE with you. You will report to the shop foreman or designated lead person and perform any and all tasks as directed until you are sent out on a job or released for the day. The only operators or helpers that are exempt are those that have work scheduled for the day, are on scheduled days off, approved days off, approved days off between jobs or have worked the night prior.

To provide a timely schedule for the next days' work load each operator should find out from the company man for whom they are working what the next days' schedule will be and text this information to the VP of Operations, the Shop Foreman, and Field Supervisor by 5:00 PM each day or 5:00 AM if you are working nights. Frac operators should provide the status of the frac (current stage out of how many) and any unusual circumstances at the beginning of each shift.

When you are unable to work due to illness or an incident, promptly notify your supervisor & the VP of Operations. Leaving a message with another staff member or on voicemail does not constitute an accepted notification of absence. If you do not report for work and management is not notified of your status, it will be assumed that you have resigned, and you will be removed from the payroll.

If you become ill at work or must leave the location for some other reason before the end of the workday, be sure to inform your supervisor & the VP of Operations of the situation. Any charges for medical treatment for non-work related illness or injury, is the employees' responsibility.

You will be compensated for authorized absences according to the provisions described in the Emergency Leave section of this Manual.

If you will be absent from work during working hours for any reason, you must contact your supervisor as soon as possible to avoid disciplinary action.

If you are scheduled for a job, and that job is cancelled, you must immediately inform the Operations Manager, so that you can be rescheduled for other work. When you have completed a job, you must immediately inform the Operations Manager, so that you can be scheduled for other work. **Failure to inform** will not be tolerated, and will result in disciplinary action up to, and including, termination of employment.

Background Check Policy

XPAT Xtreme Pump & Testing, LLC carefully selects quality employees. Background checks help to ensure that new employees have the skills for the job and have performed well in the past.

The Company conducts background checks on all job candidates after a contingent offer of employment has been extended. A background check may also be completed during reassignment or promotion of an employee. A third-party administrator may be used to conduct the background checks, and all background checks will be compliant with applicable laws, such as the Fair Credit Reporting Act.

The information that may be collected includes, but is not limited to:

- Criminal background
- Employment history
- Education
- Credit
- Professional and personal references
- Driving record

Criminal background checks may not be used as the sole reason for denying employment, unless it is job-related. Regardless, the Company has the right to make the final decision about employing an individual after the background check is complete.

Checking professional and personal references is an important part of the background check process. This provides the Company with information on the potential employee's work ethic, skills and performance.

Information obtained from the background check process, including information from professional and personal references, will be used by the Company only as part of the employment process and will be kept confidential by Human Resources.

A background check may also be completed during reassignment or promotion of an employee.

Company Vehicle Policy

XPAT Xtreme Pump & Testing, LLC provides vehicles for business use according to the following guidelines. XPAT Xtreme Pump & Testing, LLC retains the right to amend or terminate this Policy at any time.

- XPAT Xtreme Pump & Testing, LLC employees may not drive any business vehicles without prior approval. Before being approved to operate a Company vehicle, an employee's driving records will be reviewed, with consent of the employee, and the existence of a valid driver's license will be verified. Employees approved to drive on Company business are required to inform of any changes that may affect their legal or physical ability to drive or their continued insurability.
- Employees who drive a vehicle on Company business must, in addition to meeting the approval requirements above, exercise due diligence to drive safely and maintain the security of the vehicle and its contents.
- Non-employees and non-business passengers (e.g. family members and friends) are prohibited from riding in Company vehicles.
- Employees must report any theft or malicious damage involving a Company vehicle, regardless of the extent of the damage. Such reports must be made as soon as possible, but no later than 48 hours after the incident. However, employees should make no voluntary statement other than in reply to questions of investigating officers.
- Employees who are on call on a 24-hour basis may be allowed to take a Company vehicle home so they can respond as soon as possible. Any personal use of a Company vehicle will be subject to reimbursement to the Company for any expenditures, and be subject to disciplinary action, up to, and including termination.
- Employees may be required to drive their personal vehicle to the Yorktown location to pick up a company truck for use in the field. XPAT will not reimburse for mileage or wear and tear on personal vehicles.
- **NO SMOKING** is allowed in any Company vehicle at any time.
- All company vehicles and equipment will be cleaned thoroughly to as close to like new condition **INSIDE and OUT** after each use no matter what time you arrive back at the shop/yard.
- Do not leave any personal items, food or drinks in the trucks, you may be in a different pick-up the next day or that particular truck may need to be used by someone else.

- All trucks and machinery must be topped off with fuel and water prior to being parked, **no excuses, no exceptions.**
- A 360 walk around inspection will be performed BEFORE each use. Look for damage and **unauthorized undocumented passengers.**

Employees are not permitted, under any circumstances, to operate a Company vehicle when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any Company vehicle at any time, or operate any personal vehicle for Company business while using or consuming alcohol, illegal drugs or prescription medications that may affect their ability to drive. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication or intoxication.

Company vehicles are used in daily XPAT operations. Employee's shall understand that company owned vehicles are to be regularly maintained and serviced, according to the service schedule outlined in the Owner's Manual or the instructions issued by the Vehicle Safety Coordinator, whichever is appropriate. A Monthly Inspection Report is due the first day of the Month on each company vehicle. **NO personal use of company vehicles will be tolerated without the expressed consent of management.**

Employee agrees company owned vehicles will be operated in a safe manner, agrees to wear a seat belt whenever the vehicle is in motion and will require other occupants to do so. Employee agrees to be responsible for all traffic and parking violations that occur while the vehicle is assigned to employee. If the non-moving violation is deemed to be the fault of XPAT, XPAT will pay for the violation; however the employee is responsible to inform **Beth Buckner**, (903) 235-1740, in the Administration Department, about the violation the same day the violation occurs. If employee does not notify and there are penalties added to the basic violation, then employee agrees to pay all penalties. Employee also agrees to observe all posted speed limits on public roadways by driving at a rate of **5** miles per hour **UNDER** the posted speed limit at all times. **NO EXCUSES & NO EXCEPTIONS**

Employee agrees to reimburse the company for damages done to this vehicle because of their negligence. In the event of an accident, which has been determined to have been employees' fault by citation, traffic court conviction, by their admission, or determination by management, employee recognizes that they are responsible for 100% of the repair cost, up to a maximum reimbursement of \$1000 per accident, if the vehicle is repairable. If the vehicle is a total loss, employee agrees to be responsible for \$1000 as reimbursement for the loss.

Company Issued Credit Card Policy

XPAT will issue company credit cards to certain employees for use in their jobs; this policy lays out the acceptable and unacceptable uses of such credit cards. Use of company-issued credit cards is a privilege, which XPAT may withdraw in the event of serious or repeated abuse. Any credit card XPAT issues to an employee MUST be used for business purposes ONLY, in conjunction with the employee's job duties. Employees with such credit cards shall not use them for any non-business, non-essential purpose, i.e. for any personal purchase or any other transaction that is not authorized or needed to carry out their duties. Employees MUST pay for personal purchases, (example: transactions for the benefit of anyone or anything other than the Company), with their own funds.

If any employee uses a company credit card for personal purchases in violation of this policy, the cost of such purchases will be considered an advance of future wages payable to that employee, and will be recovered, in full, from the employee's next paycheck; any balance remaining will be deducted in full from subsequent paychecks until the wage advance is fully repaid. Such deductions may take the employee's pay BELOW minimum wage for the pay period(s) in question.

If an employee uses a company credit card for any type of unauthorized transaction in violation of this policy, ex., incurs financial liability on the Company's part that is NOT within the scope of the employee's duties or the employee's authorization to make business related purchases, the cost of such purchase(s) or transaction will be the financial responsibility of that employee, and the employee will be expected to reimburse the Company via deductions from pay until the unauthorized amount is fully repaid. Such deductions will be in the amount of the unauthorized purchase(s), but if a deduction for such amount would take the employee BELOW minimum wage for the work week in question, the deductions will be in two or more equal increments that will not take the employee's pay below minimum wage for any work week involved.

In addition to the financial responsibility and liability for wage deductions, any purchases an employee makes with a company credit card in violation of this policy will result in disciplinary action, up to and including possible termination of employment, depending upon the severity and repeat nature of the offense.

Confidential Information & Company Property

During your employment at XPAT Xtreme Pump & Testing, LLC , you may have access to confidential and proprietary data, which is not known by competitors or within the company's field of business generally. This information (hereinafter referred to as "Confidential Information") includes, but is not limited to: data relating to the Company's marketing and servicing programs; procedures and techniques; the criteria and formula used by the Company in pricing its products and services; the structure and pricing of special packages that the Company has negotiated; lists of customers and prospects; the identity, authority and responsibilities of key contacts at Company accounts; the composition and organization of accounts' businesses; the peculiar risks inherent in their operations; sensitive details concerning the structure, conditions, and extent of their existing products and services; contract expiration dates; commission rates; service arrangements; proprietary software, Web applications and analysis tools; and other data showing the particularized requirements and preferences of the accounts. This Confidential Information is a valuable asset of the Company, developed over a long period of time and at substantial expense.

To protect the Company's interest in this valuable asset, you must (a) not use any such Confidential Information for your personal benefit or for the benefit of any person or entity other than the Company, and (b) use your best efforts to limit access to such Confidential Information to those who have a need to know it for the business purposes of the Company. In addition, you should minimize those occasions on which you take documents or a laptop containing such Confidential Information outside the office. On those occasions where it is necessary, consistent with the best interests of the Company and doing your job effectively, to take documents or a laptop containing Confidential Information outside the office, all appropriate precautionary and security measures should be taken to protect the confidentiality of the information.

During the course of your employment with the Company, you will be provided with and will generate correspondence, memoranda, literature, reports, summaries, manuals, proposals, contracts, customer lists, prospect lists, and other documents and data concerning the business of the Company. Any and all such records and data, whether maintained in hard copy or on a computer or other medium, is the property of the Company, regardless of whether it is or contains Confidential Information. Upon termination of your employment at the Company, you are required to return all such records to the Company and may not retain any copy of such records or make any notes regarding such records. We reserve the right to search for such information and property in personal items while on Company premises such as vehicles, purses, briefcases, etc.

Company Issued Equipment

During the course of your employment with the Company, you may be provided with certain company issued equipment for the purpose of completing your job. Examples might include; company vehicle, company phone, uniforms, safety equipment, PPE, etc. Upon termination of your employment at the Company, you are required to return all such equipment to the Company.

If the employee leaves and does not turn in all equipment, they are responsible for any costs incurred for replacement of such equipment. Any balance of money owed for equipment will be withheld from the employee's final paycheck.

If the employee owes an amount in excess of their final paycheck, the Company reserves the right to initiate civil legal action against you.

Conflicts of Interest

All employees have a duty to further the Company's aims and goals, and to work on behalf of its best interest. Employees should not place themselves in a position where their actions or personal interests may be in conflict with those of XPAT Xtreme Pump & Testing, LLC. Examples include: soliciting or profiting from the Company's client or prospect base or other Company asset for personal gain; acting on behalf of XPAT Xtreme Pump & Testing, LLC in servicing or obtaining a client, and limiting the best solution for the client or prospect for personal financial gain; and acting as director, officer, employee or otherwise for any business or institution with which XPAT Xtreme Pump & Testing, LLC has a competitive or significant business relationship without the written approval of the chief executive officer.

Employees should report to their manager any situation or position (including outside employment by an employee or any member of an employee's immediate household) which may create a conflict of interest with XPAT Xtreme Pump & Testing, LLC.

Dress Code (Field Personnel)

XPAT Xtreme Pump & Testing, LLC has a traditional oil field business attire dress code. All employees are expected to comply with this dress code.

Our business appearance and image is important to us. We do, however, respect individual preference and choice in dress and appearance. We are confident that employees will use their best judgment in following our dress and attire guidelines. We ask that at all times employees make certain that their appearance is well groomed and clean, and that clothing is appropriate, neat, clean and well-fitting. While relaxed attire is acceptable within the stated guidelines, we want to be sure our environment does not jeopardize professionalism and productivity.

Employees who are released from employment prior to completing the 120 day probation period, will be responsible for reimbursing XPAT Xtreme Pump & Testing, LLC for all applicable PPE issued to them.

Appropriate Oil Field Business Attire

- FR Pants & FR Shirt, or FR Coveralls.
- Steel Toe Boots, (at least 6" high providing ankle support)
- Safety Glasses
- Hearing Protection
- Hard Hat
- Impact Resistant Gloves

Inappropriate At All Times

- Flip flops, tank tops, halter tops or crop tops
- No jewelry or long hair
- Dirty, ragged, ungroomed, sexually provocative, revealing or see-through clothing or appearance
- Any clothing item displaying an offensive comment or graphic illustration

The above list is not inclusive, and management reserves the right to determine the appropriateness of any clothing item. If you are unsure about something, either inquire before wearing it to work or do not wear it at all. Employees who report to work inappropriately attired will be asked to leave work to change clothes and will be required to use personal time to do so.

Driving While on Company Business

For the complete Fleet Safety & Journey Management Policy, please see the XPAT HSE Manual, Section 2, Chapter 9, for more information.

As a driver, your first responsibility is to pay attention to the road. When driving on business or driving while conducting business on behalf of the Company in any other capacity, the following applies:

Cell Phone Use

Cell phone use while driving is a common, often harmful, distraction. We are concerned about your safety as well as the safety of others. For this reason, the use of cell phones while driving is strongly discouraged. Do not accept or place calls unless it is an emergency, meaning the call cannot wait until you safely pull off the road or until you arrive at your destination. If you must use your cell phone while driving, please use good judgment: keep the call short, use a hands-free device, get to know your phone and its features, and suspend conversations during hazardous driving conditions (rain, snow, ice, fog, glare, heavy traffic, etc.). **No Texting while driving, no exceptions!**

Obey the Law

XPAT Xtreme Pump & Testing, LLC is not responsible for any moving traffic violations, parking tickets or any other city ordinances or state or federal laws regarding your driving habits and operation and care of a Company Vehicle assigned to you or your personal motor vehicle. Any tickets issued are the employee's responsibility, even if the ticket is issued while conducting business for XPAT Xtreme Pump & Testing, LLC.

Other Safe Driving Precautions

- Use your best judgment when road conditions are poor. Limit or avoid driving when rain or snow threatens your safety.
- Make an effort to avoid distractions such as eating, applying makeup, paying too much attention to your radio or CD player, etc.
- Do not drive if your ability to drive safely is impaired by the influence of medications.
- Laptop computers, Tablets, & Smart Phones should never be used at any time while driving.
- Be sure to properly adjust the mirrors and familiarize yourself with the vehicle's controls before operating.
- Be concerned for your coworkers' safety. Ask them to call you back at a safer time if they call you while they are driving.

Employee Fraternization Policy

XPAT Xtreme Pump & Testing, LLC wants to preserve a working environment that has clear boundaries between personal and professional relationships. This is believed to be the best practice for conducting business in a professional manner. This policy establishes clear boundaries with regard to how relationships develop at work and within the confines of the work area.

- During working hours and in work areas, employees of XPAT Xtreme Pump & Testing, LLC are expected to keep all personal interactions limited and at a professional level to avoid distracting or offending others.
- Employees are prohibited from engaging in any physical interactions that would be seen as inappropriate in the work area. What constitutes inappropriate conduct is in the discretion of the Company.
- Employees who engage in personal relationships with others and allow these relationships to negatively affect the working environment will be subject to disciplinary action. If said employees fail to change their behavior after disciplinary action takes place, they may be subject to termination.
- Employees who engage in personal relationships with others and allow these relationships to negatively affect the business relationship between the company and its' clients, will be subject to disciplinary action.

Romantic relationships between supervising, managing or executive employees and subordinates are strictly prohibited. If a relationship does develop between a supervising employee and his or her subordinate, management should be notified immediately so that a department transfer may be considered.

Employment of Relatives Policy

Members of your immediate family will be considered for employment on the basis of their qualifications. Your immediate family may not be hired, however, if it would:

- Create a direct supervisor-subordinate relationship with a family member
- Have the potential for creating an adverse effect on work performance
- Create either an actual conflict of interest or the appearance of a conflict of interest

This policy must be considered when hiring, assigning or promoting an employee.

If a circumstance arises that results in a direct supervisory relationship between immediate family or close personal relatives including marriage, reduction in force, reorganization, priority placement, etc.), one of the relatives may be reassigned to an appropriate vacancy. During the period that a direct supervisory relationship exists between immediate family members or close personal relatives, the supervisory relative will not be involved in any personnel action involving his or her relative. Typical first-level supervisory responsibilities will be referred to the next higher level in the supervisory chain.

For purposes of this policy, your immediate family includes your mother, father, husband, wife, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepchild, stepparent, grandchild or grandparent. This policy also applies to close personal relatives such as uncles, aunts, first cousins, nephews, nieces or half-siblings.

Questions should be directed to the HR Department.

Employment Qualifications Policy

Qualifications for employment will be based on the job and work applied for. All candidates for employment are required to have a valid driver's license, Social Security Card, clean driving record, a working smart phone with voicemail enabled, a bank account in their name, a clean background check, and successful completion of a drug screen. Candidates for employment as Pump Operators and Pump Supervisors must also have a valid Commercial Drivers License, (CDL), medical card, successfully pass a DOT FMCSA Drug and Alcohol pre-employment screen, and a road skills test. CDL holders are subject to all FMCSA rules and regulations. Failure to maintain a valid CDL or medical card will be grounds for employment termination.

Family Visitation Policy

Family visitation to XPAT jobsites is strictly forbidden by XPAT and all of our client companies. Family visitation to XPAT shop locations is permitted, but only on a temporary basis, such as dropping off something to the employee, etc. Family members are prohibited from any access to the shop buildings and equipment by our insurance companies.

Housekeeping Policy

Good housekeeping practices must be followed on all XPAT worksites.

Workers Shall:

- Maintain tools and equipment in good operating condition and properly store them when not in use
- Keep aisles, stairs, walkways, building exits and entrances, and fire exits clear of obstructions
- Ensure that falling, slipping, or tripping hazards are minimized on the worksite
- Immediately clean up and appropriately dispose spilled toxic or corrosive chemicals
- Leave all worksites in a neat, orderly fashion after the end of the job or workday
- Keep roads, yards, and worksites clean by depositing refuse in appropriate garbage containers

Company facilities will be cleaned daily. This includes offices, shops, bathrooms, common areas, driveways, etc.

Company housing will be cleaned daily. If you make a mess clean it up, don't leave it for someone else. Sweep/mop the floors, dust, wash, dry and put up the dishes, keep dirty clothes picked up, washed, dried, folded and stored, thoroughly clean the kitchen and appliances and bathrooms.

Company Housing is a benefit being provided to you at no cost. take care of it and keep it clean. Respect each other's personal space, food and belongings. If cleanliness becomes to be an issue this benefit will be taken away and you will be required to furnish your own housing at your expense.

Improper Payments & Gifts Policy

We prohibit the solicitation, acceptance, offer or payment to any person or organization of any bribe, kickback or similar consideration, including money, services, goods or favors (other than goods or favors which are nominal in amount and not prohibited by any federal, state or local law). Do not accept or give gifts, gratuities, entertainment or favors of such value or significance that their receipt might reasonably be expected to interfere with the exercise of independent and objective judgment in making or participating in the business decisions of or the party with whom the Company is dealing.

Injury & Illness Reporting Policy

XPAT Xtreme Pump & Testing, LLC is committed to establishing and maintaining a comfortable and safe working environment for all employees.

Safety is often taken for granted in a work environment. We should all recognize that safety risks are present and take steps to reduce the risk of injury or illness. Safety is everyone's responsibility.

All work-related injuries and illnesses should be reported immediately to the General Manager & the Field Safety Coordinator, even if you are not sure whether they are truly work-related. Even small, seemingly insignificant, injuries left untreated can result in serious conditions.

The Safety Coordinator will complete an Incident Report. When injuries are reported immediately, they will quickly be investigated and corrective action will be taken to prevent more injuries.

If you see any potential hazards that need attention, notify the Field Safety Coordinator immediately.

Online Social Networking Policy

XPAT Xtreme Pump & Testing, LLC is committed to maintaining a good relationship with its employees and the marketplace. The way the public views XPAT Xtreme Pump & Testing, LLC is vital to maintaining business, gaining new business, retaining first-class employees, recruiting new employees and marketing our products and services.

While XPAT Xtreme Pump & Testing, LLC has no intention of controlling employee actions outside of work, employees should practice caution and use discretion when posting content on the Web. Employees have the right to use social media for personal expression on their own time, and will not violate employee privacy by attempting to access content that has not been made available publicly. This policy serves as a notice on the practice of social networking for all employees to read and understand. As more concerns develop and legislation is released, this policy is subject to change.

The purpose of this policy is to:

- To guarantee a constructive relationship between the company and its employees
- To manage risk and preserve XPAT Xtreme Pump & Testing, LLC's positive reputation
- To discourage the use of company time for personal social media activities
- To promote awareness among employees of the number of individuals who can access information presented on social networking sites

Definitions

Social networking and *social media* refer to any activity that involves interaction in online communities. This interaction includes, but is not limited to, browsing profiles and photos, reading messages sent through social networking forums and participating in instant messaging services.

A *social networking site* is any website that links individuals electronically and provides a forum where users can connect and share information. These websites can be tailored to specific interests or to certain types of users. Examples of popular social networking sites include Facebook, Twitter, Classmates.com, and LinkedIn. The list of social networking sites is constantly growing and changing because of the nature of the Web.

A *social networking profile* is a user's personalized page within a specific social networking site, usually containing personal information such as name, birthday, photo and interests.

Micro-blogging is the practice of publishing your recent whereabouts, thoughts or activities on a social networking site for other users to see. While not all social

networking sites use micro-blogging, this is a primary focus of sites such as Twitter and Facebook.

Business purposes is considered using a social networking site for the company's gain, usually as a task or assignment given by a manager or supervisor. This can be done either through a specific company account on a given social networking site or through a personal account set up for the purposes of recruiting or marketing for XPAT Xtreme Pump & Testing, LLC.

The term *Working Hours* includes any time employees are being paid to conduct company business. Working Hours may vary based on job type and responsibilities.

Procedures

Prohibited Use

It is important that employees use their time while at work to conduct company business. Employees are not blocked from access to social networking sites on XPAT Xtreme Pump & Testing, LLC Computers, Tablets, and Smart Phones because, under some circumstances, social networking is a powerful business tool that can be channeled to gain positive publicity for the company and to connect with clients. However, access to such websites does not mean they can be used at any time. The following actions are prohibited during working hours:

- Using social networking sites to conduct personal or non-company business
- Browsing social networking sites for non-company business on company time
- Reading email or text alerts regarding personal social networking account activity or using XPAT Xtreme Pump & Testing, LLC email to correspond with personal social networking contacts
- Updating information, uploading photos or otherwise engaging with one's personal social networking profile for non-business purposes
- Micro-blogging for a non-business purpose on a social networking site throughout working hours, whether it is on a company-provided computer, tablet, or smart phone or a personal smart phone device

Prohibited Conduct

Having your own individual social networking account and using it on your own time is certainly permissible. However, keep in mind that some actions on your personal site are visible for the entire social networking community and may no longer be considered private matters. XPAT Xtreme Pump & Testing, LLC has put in place a set of conduct guidelines to protect its brand and prevent the unwanted disclosure of confidential information. Please follow these guidelines:

- Do not use micro-blogging features to disclose trade secrets, publish internal reports, provide tips based on inside information or participate in other activities that may be considered insider trading.

- We urge you to consider resolving workplace grievances internally. If you choose to address a grievance using social media, refrain from posting comments and materials that could be viewed as malicious, obscene, threatening, intimidating or that could create a hostile environment on the basis of race, sex, disability, religion or any other status protected by law.
- Refrain from posting any reckless or maliciously untrue comments. These communications may not be protected by law.
- Do not impersonate XPAT Xtreme Pump & Testing, LLC or its employees, make statements on behalf of XPAT Xtreme Pump & Testing, LLC without authorization, or make statements that can be construed as establishing XPAT Xtreme Pump & Testing, LLC's official position or policy on any particular issue.

As stated above, the purpose of this policy is to protect XPAT Xtreme Pump & Testing, LLC's brand and prevent the disclosure of confidential information. It is not XPAT Xtreme Pump & Testing, LLC's intent to interfere with its employees' legal rights. Whenever state or federal law govern an area of social media participation, policies should be interpreted as to comply with them.

Open Door Policy

To foster an environment where employees and management feel comfortable communicating with and voicing concerns to one another, the Company uses an Open Door Policy. Basically, this policy means that all of the managers' doors are open to all of the employees, and employees are free to talk with management at any time. Please consider the following in regard to this policy:

You are responsible for addressing concerns with a manager, from complaints to suggestions and observations. Addressing these concerns allows the Company to improve and explain practices, processes and decisions.

We recommend that you first discuss concerns with your immediate supervisor, but the Open Door Policy also gives you the option of discussing them with higher management and/or Human Resources. All of these parties will be willing to listen to the issue and assist in a resolution.

Orientation / Probation Period

For all employees hired by XPAT Xtreme Pump & Testing, LLC, the first 90 days of employment are considered to be an orientation / probation period. During this time, the employee will undergo training and orientation as directed by the employee's supervisor. The employee's supervisor will also monitor the employee's performance during this time period.

During the first 90 days of employment, the employee is encouraged and expected to ask questions concerning his or her job responsibilities, and to determine if he or she is satisfied with the position. If the employee's job performance is found to be unsatisfactory by his or her supervisor at any time during the first 90 days of employment, the employment will be terminated.

During the first 90 days of employment, regular scheduled days off are at the discretion of the General Manager, and may or may not be provided.

After the probation period, employees may be placed on a rotating 21/7 work schedule. This schedule is not flexible and individual changes to the work schedule will not be made to accommodate employees with certain days off. Employees cannot exchange work schedules with other employees.

If employment is terminated either voluntarily or involuntarily within the 90 day probation period, the employee will be charged for any and all expenses incurred during the on-boarding process, and that amount withheld out of their final paycheck. The company reserves the right to file claim against said employee for any and all outstanding expenses in small claims court.

Pay Periods & Check Distribution

Employees of XPAT Xtreme Pump & Testing, LLC work a defined work week from 12:00 a.m. until 11:59 p.m. Monday through Sunday. Employees will be paid on a bi-weekly basis, (26 times a year), on Friday. If these dates fall on banking holidays, employees will be paid on the next business banking day.

XPAT Xtreme Pump & Testing, LLC prefers to pay its' employees via Direct Deposit. To do so, **employees must have a bank account in their name**. It is your responsibility to contact Ann Scoggin @ **903-692-8175** or ann.scoggins@xpatllc.com with your bank information to begin the direct deposit process. If you do not have a bank account, you must contact Ann Scoggin and let her know where to send your checks. Failure to give the payroll department the correct information will result in your payroll being delayed. If the employee prefers to have a check, then delays may arise in processing time from the Longview, Texas office.

Delays in payroll & check processing can result from paperwork not being turned in on time, delays with the United States Postal Service, FedEx, & UPS, delays with weather, delays due to banking regulations, and incorrect employee banking information. XPAT Xtreme Pump & Testing, LLC will not re-issue lost or delayed checks without a minimum waiting period of 7 days.

Paychecks will only be released to the individual whose name appears on the check, or to an individual who the employee has designated and approved through written consent.

Personnel Records Policy

XPAT Xtreme Pump & Testing, LLC strives to keep accurate and up-to-date personnel records.

Employee personnel files may include the following:

- Job application
- Position description
- Résumé
- Records of participation in training
- Salary history
- Records of disciplinary action
- Documents related to employee safety meetings, timesheets, and mentoring

In order to ensure the accuracy of your personnel records, please notify us immediately of the following changes:

- Name
- Address
- Telephone number
- Marital status
- Dependent status
- Tax status

Personnel records are kept highly confidential and are not available to anyone outside of the Company unless you have personally authorized the release, release is to an authorized governmental agency or release is required by law. To obtain access to your records, contact Human Resources.

Phone Call Policy

XPAT Xtreme Pump & Testing, LLC provides phones to some employees to increase efficiency in doing business. There are important things to consider when using Company phones. Please adhere to the following guidelines, based on the type of call you are making or receiving:

Business phone calls - Much of our business is conducted over the phone, making our telephone techniques extremely important. A friendly but businesslike telephone manner should always be projected. When you are away from your work area, make a habit of forwarding your calls to the appropriate extension.

Personal phone calls - We recognize that periodically, personal phone calls must be made or received during the business hours. Such calls should be held at a minimum so that they do not interfere with the workflow.

Personal cell phones - In order to provide an optimum work environment, employees are expected to have personal cell phones muted during work hours. Ringing cell phones are a distraction to co-workers and can interfere with productivity. Cell phones should only be used during breaks, lunches and outside of the office. Flexibility will be provided in circumstances demanding immediate or emergency attention.

Voicemail - Company cell phones are also equipped with voicemail. Voicemail was installed to help maintain our high quality of service for clients and to increase efficiency throughout the office. Voicemail will be an option to the caller; the call will not be put directly through to voicemail. It is recommended that employee greetings be changed daily. They should be brief and communicate your availability to clients.

Physical Examination Policy

XPAT Xtreme Pump & Testing, LLC may require a mandatory, job-related medical examination when there is a need to determine if an employee can perform the mandatory functions of his or her position. This exam will identify physical limitations or restrictions. A medical examination may also identify significant health or safety risks to the employee or others by identifying infectious diseases, or other medical monitoring as required by medical standards, professional licensing bodies or standards established by federal, state or local law.

The Company may conduct voluntary medical examinations and health promotion activities as well. The records from these screenings will be kept confidential.

The cost of the voluntary or mandatory medical examinations rests with the Company. The employee is not responsible for paying any of the costs for these procedures.

All field employees are required to sign the XPAT Physical Requirements Form.
(Included in the new hire packet)

Return to Work Policy

XPAT Xtreme Pump & Testing, LLC has elected to adopt a return-to-work policy with the intent to utilize eligible injured workers in a modified productive capacity wherever practical, while they are recovering from an injury. The goal of temporary modified duty is to provide a progression of job duties that will return the injured worker to their regular job.

Ann Scoggin is designated as the **Return-to-Work (RTW) Coordinator**. The designated alternate/backup coordinator will be **Lela Buckner**.

The return-to-work procedure will be followed when an employee sustains a work-related injury or illness.

All employees will be trained on the RTW policy during New Employee Orientation.

Procedure

1. All injuries will be reported immediately to the worker's direct supervisor who will notify the **RTW Coordinator**, and **the Safety Department**. Injury Reports must be filed via the Internet, phone or faxed to the RTW Coordinator within 24 hours.

2. The injured worker will seek medical attention from the designated medical provider, (in most cases Xtreme MD).

In case of an emergency, the injured worker is to seek medical attention from the nearest medical facility.

Follow-up care must be coordinated through the designated medical provider. XPAT Xtreme Pump & Testing, LLC may not pay for medical expenses incurred by the injured worker, if he or she seeks unauthorized treatment from a non-designated medical provider. When possible, follow-up medical appointments are to be made before or after work hours. Time off for medical appointments will be treated consistently with other personnel policies.

3. The injured worker should deliver a copy of the medical provider's work status report to the **RTW Coordinator** within 24 hours of the medical visit, if feasible.

4. The **RTW Coordinator** is responsible for maintaining regular contact with the injured worker and the medical provider, and obtaining recovery status information and work restriction updates. The **RTW Coordinator** will work with the medical provider to make sure that physical demands are assessed to insure that tasks can be performed safely by the injured employee.

5. The **RTW Coordinator** will maintain a list of modified duty tasks. Once the employer is ready to make a job offer to the injured worker, the **RTW Coordinator** will send a formal letter describing the proposed tasks to the treating physician for their approval, in accordance with the formal job offer process. At the same time, the **RTW Coordinator** will arrange services with clinics that specialize in Rehabilitation Services, (if necessary).

6. During the modified duty period, the **RTW Coordinator** will insure that the

modified duty is consistent with the restrictions provided by the health care provider. The **RTW Coordinator** will insure proper communication between the employee, health care provider, and their supervisor, to insure that the modified duty restrictions are followed.

7. Modified duty will be allowed, (as long as it is realistic for the job to continue), or until the injured worker receives a medical release from a company provided physician to return to full duty.
8. The **RTW Coordinator** will monitor and document the injured worker's performance while on modified duty.
9. All medical records are to remain confidential at all times.
10. It is the responsibility of the **RTW Coordinator** to maintain all documentation related to the employee's incident, treatment, modified duty restrictions, and successful return to work.
11. All injured employees returning to full duty, will be subject to a physical examination by a licensed company provided Physician prior to restarting full duty, to determine employee's ability to safely execute the duties of the job, without risk of further injury.
12. All injured employees returning to full duty, will be subject to a work simulation examination performed by WorkSteps, Inc., to determine the employee's ability to safely execute the duties of the job, without risk of further injury.

While on modified duty, the injured worker will be held to all existing personnel policies and will be responsible for maintaining acceptable performance standards as a condition of continued employment.

Modified duty assignments are designed to be temporary and transitional in nature. They will be reviewed jointly by the supervisor, injured worker and relevant staff to address increasing work duties and overall performance. This will be completed at least once a month.

All injured employees returning to full duty, will be subject to a company provided physical examination by a licensed Physician prior to restarting full duty, to determine employee's ability to execute the duties of the job, without risk of further injury.

Safety Policy

XPAT Xtreme Pump & Testing, LLC wants to ensure that our employees remain safe and injury-free at all times. The Company intends to comply with all applicable safety laws. In order to guarantee that accidents are avoided whenever possible, we expect our employees to refrain from horseplay, careless behavior and negligent actions. It is the Company's policy to maintain a safe and secure working environment for all employees and clients.

While working, employees must observe safety precautions for their safety and for the safety of others. All work areas must be kept clean, and free of clutter and debris. Any hazards or potentially dangerous conditions must be corrected immediately or reported to a supervisor.

If you are involved in an incident, you must comply with the following procedure:

- Report the incident to the Company Representative on-site, the General Manager, the Field Supervisor, and the Safety Officer immediately
- Obtain the necessary medical treatment
- Fill out an Incident Report, regardless of the severity of the injury
- If you must seek additional medical treatment, obtain consent to leave the premises from your supervisor before doing so

Employees who fail to comply with this procedure are subject to disciplinary action.

Severe Weather Policy

Unless you are informed otherwise, always assume that XPAT Xtreme Pump & Testing, LLC is open for business everyday of the year. Use common sense and your best judgment, however, when traveling to work in severe weather.

Some types of severe weather include blizzards, hurricanes and tornadoes.

If you arrive at work after the scheduled opening time, that time is charged to you as either personal time off, or unpaid time, in that order. You should always use your discretion in getting to work.

When potentially dangerous weather develops during the day and a decision is made by management to close, you will be compensated as if you had worked all of your regularly scheduled hours for that day. If you elect to leave prior to a decision being made by the Company to close early, you will be required to use accrued time to account for your absence.

Smoke-free Environment Policy

XPAT Xtreme Pump & Testing, LLC is a smoke-free environment. Smoking is not permitted at any time in Company work areas or vehicles, or in client work areas or vehicles.

If smoking is allowed outside of the building, smokers should be considerate of colleagues, customers and members of the public. Help to maintain a clean entryway by depositing cigarettes in appropriate containers and staying far enough away from doors so that smoke does not blow into the building.

Employees who smoke must observe the same guidelines as non-smokers for the frequency and length of break periods.

Workers on XPAT worksites shall meet the following requirements:

- Smoking is not allowed within 75 ft of any well, facility, or in any area that may be contaminated by flammable liquids or gasses.
- Smoking is permitted only in designated areas.

Smoking is not allowed in XPAT vehicles

Social Functions Policy

At times, social events will be hosted by XPAT Xtreme Pump & Testing, LLC for employees to attend. These events may take place due to the hiring or promotion of an employee, or for other reasons.

Some events will be celebrated with a group luncheon, arranged by management. At times, the Company may also host parties or social gatherings outside of working hours. These events may take place to celebrate holidays or company successes, or for many other reasons.

At all Company social functions, employees are responsible for behaving in a professional manner. While alcohol may be served, employees should refrain from becoming intoxicated in order to avoid disruptive behavior.

Even at social functions, employees must remember that they are representing the Company and need to ensure that they are upholding the Company's positive reputation at all times.

Time Sheet Regulations

XPAT Xtreme Pump & Testing, LLC requires that each employee maintain a time sheet of his or her hours. This will keep a record of work attendance. All employees are required to accurately record their hours worked each day.

All employees are required to enter their time for the day into the UAttend app. If you do not enter your time, you will not get paid. Failure to turn in your weekly time may result in delays in your paycheck, and will result in disciplinary action, up to and including termination of employment.

EL (Emergency Leave), cannot be accrued and used for overtime pay. Only actual hours worked will be considered for overtime.

Uniform Policy

XPAT field employees as a condition of employment are required to wear PPE at all times while conducting company business.

You may buy PPE at any time, keep the receipts and, after 120 continuous days of employment

- \$500 per year re-imbursement for PPE Shirts & Pants or Coveralls
- You own the PPE
- You determine the type, color, and fit

Workers' Compensation Policy

XPAT Xtreme Pump & Testing, LLC will provide workers' compensation, a type of accident and injury insurance, that compensates an employee for lost time, medical expenses and loss of life or dismemberment from an injury arising out of or in the course of work. Employees must report any accident or injury immediately to their supervisor and Human Resources so that the necessary paperwork can be completed in a timely manner.

Employees returning to work from an injury or illness for which they were receiving workers' compensation must provide proof of rehabilitation or treatment from a licensed physician of the company's choice and verification that they are able to complete all job-related tasks. In the event that the employee cannot complete some of the tasks as ordered by the physician, the Company will modify the employee's job load. Once a physician has verified that the employee can resume all job-related tasks, he or she will no longer receive workers' compensation benefits.

Access To Medical Records

XPAT provides employees and their designated representative's right of access to relevant exposure and medical records. Access by employees and their representatives is necessary to yield both direct and indirect improvements in the detection, treatment, and prevention of occupational disease.

For more information recordkeeping, see the Access to Medical Records section of the full XPAT HSE manual.

Behavior Based Safety (BBS / Stop Card Program)

The XPAT BBS program is a peer-to-peer engagement tool that encourages people to make the safest choices in their day-to-day activities.

By focusing on safe behaviors/choices and avoiding at-risk behaviors, we create desirable habits. With BBS, workers are motivated to choose safe behaviors because they want to-not because they are told to.

Please see the BBS section of the full XPAT HSE manual for more information.

Bloodborne Pathogens

Bloodborne pathogens are microorganisms that can cause disease when transmitted from an infected individual to another individual through blood and certain body fluids. Bloodborne pathogens are capable of causing serious illness and death.

The most common illnesses caused by bloodborne pathogens include (but are not limited to) the following:

- Hepatitis B (HBV)
- Hepatitis C (HCV)
- Acquired immunodeficiency syndrome (AIDS) from human immunodeficiency virus (HIV)

Universal precautions are the best way to protect against exposure to bloodborne pathogens. (i.e. latex gloves during emergency response). Universal precautions are standards of infection control practices that are designed to reduce risk of transmission of bloodborne infections.

Human blood, and certain human body fluids, must be treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

Employees wanting to be vaccinated against Hepatitis, can receive immunization protection from Xstreme MD locations. However, the employee will be held responsible for the cost of such immunizations, and the cost of such treatment will be withheld from the paycheck.

Duty to Refuse Unsafe Work

Employees must refuse any work that may expose themselves, other workers, or the public to imminent danger.

To do this effectively:

- Workers must immediately inform the supervisor of the refusal, along with supporting reasons as to why the work is unsafe.
- The supervisor must immediately evaluate the situation and take action to eliminate the danger, prior to resuming work.
- If unresolved, the worker may report the situation to the appropriate jurisdictional regulatory body.
- The on-site supervisor will prepare a written record of the worker's notification.
- No disciplinary action will be taken against a worker for refusing unsafe work.

Emergency Contingency Plans

Emergency contingency planning may significantly reduce the potential for accidental injury or loss.

Critical roles and responsibilities as well as internal and external communication procedure and key contacts must be determined in advance and periodically tested.

All workers onsite must be familiar with:

- Types of alarms and necessary responses
- Muster point locations
- Emergency communications systems (i.e., journey management, working alone, etc.)
- Emergency response plans
- Emergency equipment (first aid kits, extinguishers, SCBA, as required)
- Spill response plans
- Emergency transportation plans
- Call-in system requirements

Employee Safety Training

OSHA requires that employees be trained in the safe methods of performing their job.

XPAT Xtreme Pump & Testing LLC is committed to:

- "Instructing all employees in the recognition and avoidance of unsafe conditions and the regulations applicable to his work environment to control or eliminate any hazards or other exposure to illness or injury."
- "Frequent and regular inspections of job sites, materials, and equipment will be made by XPAT-designated competent person(s)."
- "Only employees qualified by training or experience will be permitted to operate equipment and machinery."
- Any machinery, tool, material, or equipment which is not in compliance with any applicable OSHA requirement is prohibited. **The President of Operations** or their designate will ensure that any such machine, tool, material, or equipment will either be identified as unsafe by tagging or locking the controls to render them inoperable, or will be physically removed from its place of operation.

Awareness of potential hazards, as well as knowledge of how to control them, is critical to maintaining a safe and healthful work environment and preventing injuries. To achieve this goal, we will provide training to each employee on general safety issues and safety procedures specific to that employee's work assignment.

Every new employee will be given instruction by their supervisor in the general safety requirements of their job. Weekly Safety Meetings will be conducted at least every 8 working days. All training will be documented on the forms provided. Managers and supervisors will be trained at least twice a year on various applicable incident prevention topics.

Training provides the following benefits:

- Makes employees aware of job hazards
- Teaches employees to perform jobs safely
- Promotes two way communication
- Encourages safety suggestions
- Creates interest in the safety program
- Fulfills OSHA requirements

Employee training will be provided at the following times:

1. All new employees will receive a safety orientation their first day on the job.
2. All field employees will receive training at JSA safety meetings held at the job site.
3. All employees will receive weekly safety meetings electronically, and are required to complete them.

4. All employees given a new job assignment for which training has not been previously provided will be trained before beginning the new assignment.
5. Whenever new substances, processes, procedures or equipment that represent a new hazard are introduced into the workplace.
6. Whenever XPAT Xtreme Pump & Testing LLC is made aware of a new or previously unrecognized workplace hazard.
7. Whenever management believes that additional training is necessary.
8. After all serious incidents.
9. When employees are not following safe work rules or procedures.

Training topics will include, but not be limited to:

- Employee's safety responsibilities
- General safety rules
- Code of Safe Practices
- Safe job procedures
- Use of hazardous materials
- Use of equipment
- Emergency procedures
- Safe lifting and material handling practices
- Use of boom and scissor lifts
- Use of fall-protection
- Contents of safety program

Documentation of Training

All employee safety training will be documented on one of the following three forms:

1. New Employee Safety Orientation.
2. Specialized, formal employee training plans. (confined spaces, fall protection, lockout/tagout, first aid, etc.)
3. Weekly Safety Meeting Summaries, (stored electronically).

The following informal training methods will be used. Actual demonstrations of the proper way to perform a task will be used in most cases, for example:

- Instruct employee how to do the job safely.
- Demonstrate to employee how to do the job safely.
- Have employee explain to instructor how to do the job safely.
- Have employee demonstrate to instructor how to do the job safely.
- Follow up to ensure they are still performing the job safely.

Environment Protection

XPAT is committed to protecting the environment during all phases of its operations, We must ensure our operations comply with government legislation, corporate policy and applicable industry standards to protect the environment and the public.

Workers Must:

- Determine, evaluate and mitigate environmental impacts associated with their business.
- Ensure controls are in place to prevent oil, gas and chemical leaks
- Respond to and report spills in a prompt and effective manner to a Talisman Energy representative
- Ensure workers do not trespass, or cause environmental impact, on lands adjacent to XPAT worksites.

Equipment - Preventative Maintenance

All equipment and tools required to complete the task undertaken, must be in good operating condition and designed for the job at hand.

A maintenance program has been created and is administered by the General Manager. This maintenance program includes mechanical, electrical and instrumentation equipment, which are consistent with regulatory requirements, standard industry practices, and original manufactures specifications.

All maintenance records are electronically retained at the main office.

Ergonomics

Manual Handling and Lifting

All workers required to perform manual lifting tasks shall receive proper instruction on back care and lifting methods to meet the following safety requirements:

- Bend your legs to get close to the object, keep your back straight, get a firm grasp, tighten your abdominal muscles, and lift by straightening the legs. If the object is too heavy or awkward, obtain assistance or use mechanical lifting equipment.
- Always move your feet to change direction, do not twist at the waist.
- A significant portion of injuries within our industry involve hand injuries. Always be aware of hand placement and ensure hands are not in the path of an energy source when manually handling equipment.

Fire and Emergency Equipment

- Fire and emergency supplies and equipment must be available on all worksites.
- The supplies and equipment may include fall protection; fire extinguishers, etc.
- Equipment must be maintained in proper condition and serviced according to the manufacture's recommendations.
- Workers who may be required to use emergency equipment must be trained and competent in its use.

Hazardous Material

Various types of hazardous materials are stored, used and handled at XPAT worksites. These include flammable materials, corrosive liquids, and toxic chemicals and gases.

Employees must ensure they comply with the requirements specified in the Transportation of hazardous substances and OSHA's Hazard Communication (HazCom) standard in the United States, as well as the Global Harmonized System, (GHS) starting in 2015.

Hydrogen Sulfide (H₂S)

- Hydrogen Sulfide is a colorless, flammable gas having an offensive odor and a sweetish taste. It is highly toxic and doubly hazardous because it is heavier than air (density 1.19). While having a characteristic and easily recognizable odor or rotten eggs, this gas quickly weakens the sense of smell, making this an unreliable method of detecting hazardous concentrations.
- Any XPAT Xtreme Pump & Testing, LLC employee who is, or may be exposed to H₂S must hold a current H₂S Awareness card.
- **All XPAT Xtreme Pump & Testing, LLC field employees are required to be clean shaven**, and have a current H₂S Respirator Fit Test.

Incident / Near Miss Reporting & Notification

It is the responsibility of all employees to immediately report any incidents and near misses that occur on worksites to the contract company representative, (Company Man), the XPAT President & VP of Operations, the XPAT Field Supervisor, and the XPAT Safety Officer. All incidents / near misses will be reported and investigated following company and regulatory requirements.

All incidents and near misses involving personnel, the public, the environment, or physical loss of assets or production are to be reported immediately using the Incident / Near Miss Report Form. Employees may use either the paper form or the electronic version, (<http://m.xpatllc.com/ir>). Consult the XPAT HSE Manual for the full policy and procedure.

When an incident occurs:

- Stop work immediately
- Ensure proper notification, as stated above
- If safe to enter, only alter the scene to administer first aid and/or to secure the area

Preservation of Evidence:

- Isolate the area
- Identify sources of evidence
- Preserve evidence from alteration and/or removal

Noise Exposure

Noise level surveys will be completed periodically at all facilities where noise levels may meet or exceed 82 dBA.

Noise surveys must be re-surveyed when significant modifications are made to the facility or equipment. Where surveys levels are found to be in excess of 85 dBA, proper signage shall be posted and workers must wear hearing protection.

All field employees are subject to new hire audiometric testing, and periodic, (every year thereafter), audiometric testing.

See the XPAT HSE Manual for more details.

On-Site First Aid Requirements

First aid services, supplies, and equipment will be available on all worksites.

Personal Protective Equipment (PPE)

PPE is the last line of defense against hazards inherent to the design and operation of our facilities, tools and equipment. Proper use and maintenance of PPE is vital to worker safety.

Minimum PPE requirements include the following:

Clothing

Full-length, long sleeved, flame resistant (FR) clothing must be worn at all times.

Head Protection

Wearing hard hats is mandatory. A baseball cap under the hard hat is not permitted, as it may compromise the fit of the hard hat.

Head protection shall meet requirements of ANSI Z89.1 standards.

Footwear

Approved safety footwear is mandatory for any person required to work at, supervise, or inspect XPAT LLC worksites.

Safety footwear shall meet the requirements of ASTM F2412.

Safety footwear must be:

- In good condition (and with adequate traction for the work surface or environment where the work is being conducted)
- Ankle support must be at least 6 in high
- Suitable for the task being performed
- Suitable for the weather conditions
- Be laced up completely and securely tied at all times

Eye Protection

Workers must wear eye protection at all times.

All protective eyewear, including prescription safety glasses, must be fitted with side shields that are appropriate to the hazard.

Face shields (or other protective equipment) must be made available to, and worn by workers when required by the nature of the work (e.g., operating chain saws and grinding, working with chemicals and etc.)

The use of contact lenses on XPAT worksites is acceptable only when proper eye protection is worn. If working with chemicals, consult the MSDS regarding the wearing of contact lenses during chemical handling.

Eye and face protectors shall meet the requirements of ANSI Z87.1.

Hand Protection

Gloves, of a style appropriate for the work being performed, shall be worn.

Hearing protection

Hearing protection is to be worn by the worker in posted work areas, or when working with equipment that exceeds the allowable noise exposure, (80db), or as per jurisdiction regulation. Some areas and activities may require double protection.

All hearing protection equipment is to meet ANSI S12.6, or OSHA 1910.95 guidelines.

Pre-Job Meetings (JSA & JSEA)

Pre-job safety meetings shall be conducted by a XPAT representative, or an authorized contract company representative.

The following information shall be covered as a minimum, during these meetings:

- Ensure all personnel clearly understand the requirements and scope of work. Identify all hazards associated with the job and necessary control measures.
- Ensure the required safety equipment is available.
- Discuss site-specific emergency response procedures.
- Review applicable procedures or Job Safety Analyses (JSA's).

Safety Communication

Employee safety communication procedures are designed to develop and maintain employee involvement and interest in the Safety and Health Program. These activities will also ensure effective communication between management and employees on safety related issues that is of prime importance to The Company.

The following are some of the safety communication methods that may be used:

- Weekly Safety Meetings with employees that encourage participation and open, two-way communication.
- New employee safety orientation and provision of the Code of Safe Practices.
- Provision and maintenance of employee bulletin boards discussing safety issues, accidents, and general safety suggestions.
- Written communications from management or the Safety Department, including memos, postings, payroll stuffers, and newsletters.
- Anonymous safety suggestion / violation program.

Employees will be kept advised of highlights and changes relating to the safety program. Supervisors will relay changes and improvements regarding the safety program to employees, as appropriate. Employees will be involved in future developments and safety activities, by requesting their opinions and comments, as necessary.

All employee-initiated safety related suggestions shall be properly answered, either verbally or in writing, by the appropriate level of management. Unresolved issues shall be relayed to **The Safety Department**.

All employees are encouraged to bring any safety concerns they may have to the attention of management. **XPAT Xtreme Pump & Testing LLC** will not discriminate against any employee for raising safety issues or concerns.

The Company also has a system of anonymous notification, whereby employees who wish to inform The Company of workplace hazards without identifying themselves may do so, by filling out the Safety Violation Form found at <http://m.xpatllc.com/sv>

Safety Meetings

All workers are expected to participate in safety meetings, including pre-job meetings, tailgate meetings, regular weekly safety meetings and any meeting prior to critical operations (i.e., rigging up, testing, cementing, frac operations and etc.)

All safety meetings shall be documented and include a list of attendees and topics discussed. **Weekly safety meeting attendance is mandatory, whether the employee is on shift or not**, and will be done electronically using the company's mobile website. Employees will be sent a link to the weeks' safety meeting via SMS.

Weekly safety meetings are held electronically, and **attendance is mandatory** for all employees. Failure to comply with mandatory attendance will result in disciplinary action up to and including termination of employment.

Short Service Employee Policy (SSE)

XPAT defines a short service employee (SSE) as any person with less than 6 months work experience with XPAT.

Persons with more than 6 months oil field experience, but less than 6 months with XPAT, are eligible for SSE graduation after successful completion and demonstration of all applicable job skills.

Work Crew assignments and restrictions:

- No single person crew can be an SSE.
- When a crew of less than five members is assembled, no more than one SSE is allowed.
- When working with a crew larger than 5 members, no more than 20% of the crew can be SSE's. Approval of more than 20% requires a variance form, approved and signed by the supervisor in charge of the job.

All SSE personnel will be visibly identified.

- SSE's will be identified by a 2" orange reflective square worn on both sides of their hard hat, or a reflective vest with the letters SSE on the back, or any other method that clearly identifies the employee as a SSE to anyone onsite.

For more information concerning XPAT's SSE policy, see the SSE section of the full XPAT HSE manual.

7 XTREME Rules

1. PREVENT OIL, GAS, AND CHEMICAL LEAKS
2. DO A HAZARD ASSESSMENT
3. ISOLATE ENERGY SOURCES
4. MANUAL LIFTING
5. WORK SAFELY AT HEIGHT
6. PREVENT DROPPED OBJECTS
7. OPERATE VEHICLES SAFELY

#1 PREVENT OIL, GAS AND CHEMICAL LEAKS

We prevent oil, gas and chemical leaks by:

- Operating equipment within specified safe limits.
- Inspecting and maintaining critical safety equipment in line with approved schedules
- Completing repairs within specified timescales
- Reporting anything that is leaking or looks like it has a potential to leak
- Investigating all leaks to determine root cause

#2 DO A HAZARD ASSESSMENT

Prior to any work, it is the responsibility of all workers to conduct a risk and hazard assessment for the task(s) they will be performing.

Hazard Assessment

XPAT will identify and communicate any potential site hazards, and which hazards require engineering controls, during a pre-task job walk-through. Workers will be made aware of hazards through pre-job safety meetings, signs, work permits, job safety analyses, and other hazard assessment tools.

#3 ISOLATE ENERGY SOURCES

Lock Out / Tag Out

Workers must lock out (and tag out, where required) sources of energy prior to servicing or maintaining equipment. No worker is to perform work on equipment until it has come to a complete stop. It is rendered inoperable and any remaining energy is eliminated. Lock out procedures must be readily available at the worksite and must be followed.

Lock out means to physically disconnect, or isolate all energy sources and place a lock with a unique identifier that identifies the owner of the lock. Before beginning work, the lock out shall be tested to verify effectiveness.

Overhead Power Lines

Workers shall not work near or operate equipment within 23 ft of an overhead power line. Exceptions to this rule:

- When the worker is being directed by a competent utility representative
- When the worker is following established power line clearances (as defined by the applicable workplace health and safety regulation)

#4 REDUCE MANUAL LIFTING STRESS

Manual Lifting

Employees

- Shall attend all MSD related training for the task they are performing.
- Practice MSD prevention strategies as per MSD training.
- Comply with safe work procedures.
- Correctly use the equipment provided by XPAT XTREME PUMP & TESTING, LLC, according to manufacturers' recommendations.
- Utilize a "Put Down" Standard Operating Procedure when it comes to manually handing off objects to each other. Put it Down, and I'll pick it up.
- Report to the supervisor any unsafe acts, unsafe tasks, unsafe conditions or equipment problems that create MSD hazards.
- Report any MSD incidents to the supervisor and cooperate in the investigation process.

#5 WORK SAFELY AT HEIGHT

Fall Protection

A fall protection plan is required if a worker at a worksite could fall a distance equal to or greater than, 6 ft and is not protected by guardrails.

All workers must be trained in the safe use of the fall protection system, prior to starting work in an area where a full protection system is required. The Fall Protection plan must include rescue procedures.

A worker must wear a full arrest system when:

- Working 6 ft or more and is not protected by a guardrail or similar barrier
- An XPAT supervisor deems it appropriate, based on site conditions or hazards

Ladders

All workers shall meet the following ladder safety requirements:

- Use the appropriate ladder for the job.
- Always place an extension ladder a least 25% of its length away from the base of the structure to be mounted (4:1 ratio). Three point contact with the ladder must be maintained at all times.

- Place the ladder on a firm and balanced surface.
- To access another work level, ensure the ladder reaches at least 3 ft above that level.
- Do not work from the top two rungs of a ladder, unless it is a stepladder with a railed platform on top.

Overhead Work

When performing overhead work, all workers shall meet the following safety requirements.

- Rope off the area below, or take equivalent measures, to prevent workers from entering the area.
- If using a safety watch, station the person close enough to permit voice communication with workers in the vicinity of the restricted area.

#6 PREVENT DROPPED OBJECTS

While working on any site, workers must ensure that:

- Potential for dropped objects is minimized and tools and equipment are secure
- Appropriate retention/securing measures are in place when removing or loosening equipment
- Hand tools carried from one area to another are to be carried in a secure manner
- Tools and equipment are not carried in clothing or coverall pockets
- When working at height with tools and equipment, a tool bag/belt and belt/wrist lanyards are used
- When transport tools and equipment up and down ladders or stairways, the method used must ensure that items are secure at all times
- When working on gratings with tools, equipment and materials, sufficient material to contain dropped objects is laid down to cover grating in the work area (before beginning the task)
- When work area is left for any reason, all tools, equipment and materials are accounted for and left in a safe and secure condition
- Ladders or process equipment are not to be used to lay out or secure tools
- PPE is safely secured
- Toe boards are used, when working on scaffolding
- **“No work” zones should be clearly marked. The following colors are recommended to mark areas:**
 - - Yellow: caution, do not enter area without permission of the crew working in that area
 - Red: do not enter under any circumstances

#7 OPERATE VEHICLES SAFELY

Vehicles

Workers must meet the following vehicle safety requirements:

- Driver must be properly licensed for the class vehicle.
- Drivers must be free from fatigue, drug or alcohol impairment.
- Conduct a pre-trip inspection, assessing the risks and planning accordingly.
- Driving with care at appropriate speeds for road conditions, and ensuring all occupants fasten seat belts.
- Avoid the use of all mobile communication devices and other driver distractions while using any company vehicle.
- The driver will not travel when deemed unsafe by the local operating area.
- All operators must be trained and deemed competent.
- Vehicles and equipment must be properly maintained, regularly inspected and safely operated.
- All drivers of company vehicles must pass the XPAT Defensive Driving Training Course every 3 years.
- All occupants must wear seat belts when vehicles are moving.
- Drivers must operate vehicles around the worksite in a reasonable and safe manner
- Additional training may be required when a risk assessment deems area road conditions to be high risk.

Receipt of Employee Handbook - V1.69

The Employee Handbook (sometimes referred to as a Personnel Policy Manual, or the "Manual") is a compilation of personnel policies, practices and procedures currently in effect at XPAT Xtreme Pump & Testing, LLC, an equal opportunity employer. The Manual and the information within it are confidential.

This handbook is designed to introduce employees to the organization, familiarize you with Company policies as they pertain to you as an employee, provide general guidelines on work rules, disciplinary procedures and other issues related to your employment, and to help answer many of the questions that may arise in connection with your employment.

This handbook and any other provisions contained herein do not constitute a guarantee of employment or an employment contract, express or implied. You understand that your employment is "at-will" and that your employment may be terminated for any reason, with or without cause, and with or without notice. Only the owners or other authorized representative(s) of XPAT Xtreme Pump & Testing, LLC has the authority to enter into a signed written agreement guaranteeing employment for a specific term. This handbook is intended solely to describe the present policies and working conditions at . This handbook does not purport to include every conceivable situation; it is merely meant as a guideline and, unless laws prescribe otherwise, common sense shall prevail. Of course, federal, state and local laws will take precedence over policies when applicable.

Personnel policies are applied at the discretion of XPAT Xtreme Pump & Testing, LLC. reserves the right to change, withdraw, apply or amend any of our policies or benefits, including those covered in this handbook, at any time. XPAT Xtreme Pump & Testing, LLC may notify you of such changes via phone, email, posting on the Company's website, or via a printed memo, notice, amendment to or reprinting of this handbook, but may, in its discretion, make such changes at any time, with or without notice and without a written revision of this handbook.

By signing below, you acknowledge that you have received a copy of XPAT Xtreme Pump & Testing, LLC's Employee Handbook, and understand that it is your responsibility to read and agree to comply with the policies contained within it and any revisions made to it. Further you acknowledge that even if you don't read all policies contained within it, you are still responsible for compliance with said policies. Furthermore, you acknowledge that you are employed "at-will" and that this handbook is neither a contract of employment nor a legal document.

Signature

Date

Please print your full name

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(return this page)

Name: _____

XPAT Xtreme Pump & Testing Employee Handbook Quiz

- 1) Hearing protection must be worn when prolonged exposure is above what decibel level?
 - a) 60dba
 - b) 80dba
 - c) 90dba
 - d) 100dba
- 2) Employees are to observe all posted speed limits on public roadways by driving at a rate of **5** miles per hour **UNDER** the posted speed limit at all times.
 - a) True
 - b) False
- 3) Texting is allowed while the vehicle is in motion.
 - a) True
 - b) False
- 4) A rotten egg smell is a reliable indicator of the presence of H₂S.
 - a) True
 - b) False
- 5) All employees may exercise Stop Work Authority.
 - a) True
 - b) False
- 6) Jewelry may be worn on all jobsites.
 - a) True
 - b) False
- 7) The most common Bloodborne illnesses are:
 - a) Hepatitis B
 - b) Hepatitis C
 - c) HIV
 - d) All of the above
- 8) Failure to turn in all mandatory paperwork on time, (timesheets, safety meetings, inspection reports, etc), will result in disciplinary action, up to and including, termination.
 - a) True
 - b) False
- 9) I must report all incidents and injuries, no matter how small.
 - a) True
 - b) False

Important Phone Numbers

Emergency

For all Emergencies, Dial 911, and give dispatcher your physical location.

XPAT Contacts

Operations, Sales, & DOT

Justin Buckner	Operations	469-585-4076
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Administration & HR

Beth Buckner	903-235-1740
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Ann Scoggin	903-692-8175
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Jordan Rowell	318-413-0612
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HSE

Jordan Rowell	318-413-0612
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XstremeMD, Kenedy	337-704-0891
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XstremeMD, Tilden	337-205-8161
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XstremeMD Case Management	800-600-9015
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