



Please print and post at your vessel/ facility for all employees to view

Fleet Memo #16: Drug and Alcohol Policy- New Release Form

Our contracts with clients often require that we make the results of drug and alcohol tests available to third party auditors after the project. In addition, key personnel in management will need to be informed immediately of any positive drug or alcohol tests in order to make management decisions and protect the safety of all personnel.

As a result, TDI-Brooks International has recently amended its drug and alcohol policy. It is now a condition of employment that all employees who work offshore and all new employees hired after Sept 1, 2012 must sign a release form regarding the results of drug and alcohol testing. Every effort will be made to protect individual privacy.

Attached is a meeting sign in sheet. Please conduct a meeting with your crew and read the information to them. Have each crewman print and sign their name on the meeting form.

The release form is also attached to this email. Please have each crewman sign a separate form, then send pdf scans of the signed meeting form and the release acknowledgements to Kathleen Nease, Designated Employee Representative at kathleennease@tdi-bi.com. These documents will become part of the employee files at the College Station office.