

CDM Oilfield Services Ltd.

Module 2

Conduct and Discipline

Code of Conduct

CDM Oilfield Services Ltd. has reasonable rules concerning personal conduct of the CDM Oilfield Services Ltd. community to ensure that our business operates in a respectful, safe and efficient manner.

The Code of Conduct Policy establishes our:

- Values;
- Competencies;
- Job Specific Training; and,
- Principles.

*Read the CDM Oilfield Services Ltd. Policies and Procedures Manual
“Code of Conduct” Policy # CDM 2.0*

Harassment, Discrimination, Violence, and Bullying

CDM Oilfield Services Ltd. has established policies pertaining to employee conduct, performance, safety, and responsibilities. The purpose of these rules is not to restrict the rights of anyone, but rather to help people work together harmoniously according to the standards that we have established for safety and effectiveness. This policy is the start to continuous training in the areas of harassment, discrimination, violence, and bullying in the workplace.

The harassment, discrimination, violence, and bullying policy defines:

- Harassment;
- Sexual harassment;
- Workplace violence;
- Workplace bullying;
- Prevention;
- Assessments; and,
- Provides recommendations in dealing with these types of situations.

*Read the CDM Oilfield Services Ltd. Policies and Procedures Manual
“Harassment, Discrimination, Violence, and Bullying Policy” Policy # CDM 2.1*

Discipline

Employees working within CDM Oilfield Services Ltd. desire a respectful, supportive, productive, and safe working environment. All employees can expect that when inappropriate behaviour is reported, investigated, and confirmed that disciplinary action will be taken.

When necessary, CDM Oilfield Services Ltd. gives its employees ample opportunity to improve their conduct and job performance by means of progressive disciplinary action. The Disciplinary Action Policy covers:

- Procedures;
- Actions;
- Steps; and,
- Grounds for disciplinary action.

*Read the CDM Oilfield Services Ltd. Policies and Procedures Manual
"Disciplinary Action" Policy # CDM 2.2*