**Sean Levorse**

**ENGL 361-03**

**MEMORANDUM**  
  
DATE: January 12, 1978  
TO: All Monthly Salaried Personnel  
FROM: Edward Mike Davis  
  
As the CEO, it is imperative that directives from me take precedence over those from anyone else in the company.   
  
Some employees have been abusing their position or neglecting their responsibilities so this memo should serve as a reminder to all employees on how they should behave.   
  
A purchase order system will be initiated immediately. Only employees with certain status will be allowed to sign. More than likely, two signatures will be required, whether it be one from the field and one from the office, or two from the office and two from the field.   
  
Only business calls will be made and charged to Tiger Oil or Tiger Drilling. Personal calls should NOT be made on business phones.   
  
There will be no liquor of any kind kept in any of the offices, other than by direct order of Mike Davis.   
  
Cleanliness is next to Godliness. I expect things to be clean and in order. That goes for *all* employees -- that means the office and your appearance; righands included.   
  
We do not pay starvation wages, and there are enough people in this world who are looking for a job. As a Tiger Oil employee, you represent our organization even outside of work. *Please* refrain from expressing controversial political beliefs, looking unkempt, drugs and excessive alcohol consumption. Supervisors should be on the lookout for employees tarnishing the Tiger Oil brand.     
  
If you are unable to find anyone to work on rigs, drive tricks, or work in the yards -- just find the people you need, and if we have to pay more money to get them, it will balance out in the end.   
  
For safety reasons, short hair is required. As a general rule of thumb, your ears should be visible.    
  
Any truck driver or employee who ruins a piece of equipment due to negligence or abuse will be terminated immediately by his boss, and if the boss doesn't do this, then the boss will be terminated by Mike Davis.   
  
Each driver will be assigned boomers and chains. A check list will be kept by Duane Brown and Fred Addison, and equipment issued to each truck will be checked off weekly. A driver will pay for any equipment not on his truck or if it is ruined. If lost, turn it in to Duane or Fred. All truck drivers will be cautioned about tearing up fences, ditches, etc. with their trucks. Truck drivers will check oil and everything else on their trucks every day. Trucks should be held to an equal standard as the Army.  
  
When hauling any equipment, all boomers will be wired after they are closed and checked for load shift. They are not to come loose or gnaw holes in what it is bound against.   
  
Each driver will inspect his truck for loose bolts, nuts, corrosive battery cables, water leaks, oil leaks, tires, etc. throughout the truck. If a minor repair can be fixed, fine; if not, notify Duane Brown or Fred Addison, and they will get it fixed immediately. Everything will be inspected like the Army.   
  
Each truck driver will either sleep in his truck or get a room for at least six hours sleep per each 24 hours, and not be found in a bar drinking anything, and that includes beer. You want to drink, then drink on your own time and your own money. Truck drivers will be given one day per week off, to be scheduled by their superior. Anyone found taking drugs to stay awake will be discharged immediately. If you need to sleep, go to bed. For safety, I will not tolerate any drinking. You want to drink - drink on your day off. You will be watched and monitored wherever you drive.   
  
The supervision of you will be more strict now than ever. If you do not want to work for me, you may quit.  
  
Failure to comply with the above will mean immediate termination.   
  
No one will ride in our vehicles other than company employees. An exception to this is if anyone is in an accident or stranded, a driver may pick him up. Violation of this will result in termination.  
  
Excessive speed while driving that would endanger the truck, the driver, or other people is prohibited. The driver should be the one to make that decision.   
  
All scraps of metal, nails, pieces of pipe, etc. will be picked up and not left laying around in the yard.   
  
Submit a daily log of work done and the time spent.   
  
Submit a complete inventory of tires, truck parts and all other equipment and condition of same, plus the rigs and all spare equipment in all yards.   
  
Insurance items will be reported immediately and handled per insurance company's instructions, as well as the instructions of Bill Jamison and the employee's supervisor, Fred Addison or Duane Brown. Any accidents involving a rig, trucks, cars, or employees, other than minor ones, the Houston Office will be notified so that my secretary can notify me. If on weekends or nights, the superior in that area knows how to reach me. If it is a death, call me at night or weekends. Other than that, the person having the accident should be able to take care of it until the next day.   
  
Any driver hauling anything anywhere will get a receipt for what he has picked up and a manifest of what he is hauling. Each driver will count and know the items on his truck because they will be counted when he gets to his destination. If something is missing, the driver will be terminated.   
  
A truck manager will be hired for Lafayette, and the trucking department will be observed meticulously.   
  
A detailed material transfer will be made out for any piece of equipment moved into or out of the yard or any place.   
  
No one welds with a welding machine without proper training.   
  
Any time any driver goes anywhere and is waiting on something, after they have had their sleep, they will work in the yard or do something that has to be done. They will check with the boss in that area. They will not, for example, lay in the motel room drinking and watching television.   
  
Start and run trucks daily that aren't being used so the battery won't run down.  
  
All drivers are to be cautioned about the loads they are hauling so they don't tear the bridges down or ruin what they are hauling.   
  
Expense accounts will be approved by the employee's superior in charge of a particular area, and then it will be approved in Houston before it is paid. Each person should sign and pay for his own expense account. Anyone who abuses or takes advantage of expense accounts will be terminated immediately.   
  
Any time any boss needs something and cannot get it because of credit, do not discuss our financial situation with the vendor -- call Houston. If Houston cannot give satisfaction, get ahold of Mike Davis.   
  
All invoices for purchases of equipment, materials, etc. will be handled by a purchase order, as stated above, and the purchase order will be checked, approved and signed by one of the supervisors.   
  
The rig must be inspected once a day by the toolpusher while shut down. All little engines in the yard that are good will be started once a month and run. All exhausts will be covered so that water will not get in them.   
  
Fred Addison will inspect each rig at least once a week and not tell the toolpusher when he is coming.   
  
Duane Brown will be on every rig move possible. The person put in charge of the trucking department in Lafayette will do the same.   
  
Buy only what you need; utilize what we have.   
  
A supervisor will watch any welder working for us, sign the ticket and then get rid of him. Welders will be called by a pusher to a rig for the purpose of cutting the surface pipe off or something of that nature. Do not call a welder to rebuild the rig. That must be approved by the superior in that area.   
  
Any employee who does not want to adhere to the items mentioned above can quit. If you disagree with these conditions you may leave and we will find someone who does.   
  
There is one thing that differentiates me from my employees. I am known to be strict and I care to remain that way. When you work for me, you are representing me. You people are all to be respectful to your fellow employees and to other people we do business with. That may be deemed any way you want to take it, but those are my orders, and I intend to enforce them. What you do in your home is your own business, but what you do in my business is my business. I am not a preacher or I am not trying to save the world. I just intend to run my business the way I want to. This pertains to the supervisory personnel.   
  
(Signed)  
EDWARD MIKE DAVIS