



Edward Mike Davis, Owner

**Five Greenway Plaza East
Houston, Texas 77**

DATE: January 13, 1978
TO: All crewmembers
FROM: Edward Mike Davis
SUBJECT: Very important matter that needs your full time attention to
produce better results

Please refer back to the memorandum dated as of January 12, 1978.

I would like to take the opportunity to say thank you for your hard work. This memo is to inform all employees with Tiger Oil about the new policies and cost saving methods that will be introduced in this memo. It has gotten so bad that most of our drivers have started drinking and misbehaving while working their shift which has become a critical problem among us. We value all employees and laying off workers would be the easiest way to cut on unnecessary expenses.

Consequently, we came up with the following solutions:

- All of the expenses added to your trip must come in an original receipt and contact number from the company it was purchased.
- Phone calls should be limited to only personal phone calls.
- Skyboxes for sporting events, Liquor, amenities' expenses will no longer be paid by the company.



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Houston, Texas 77046**

If you cannot stop drinking on the job, talking on the phone, texting while driving and making the right purchases when necessary as explained in the new policies above, we will be force to fire half of the personnel. Even if we let one or two of the policies to be ignored will encouraged every person thereafter to make the same mistakes all over again.

On the other hand, studies have shown that positive attitudes are contagious so if you have a pessimistic attitude and you try to hide it, it will always show no matter how much you try to mask it. People can get involved in some many ways with this new polices. I would very much appreciate your cooperation in this matter.

Edward Mike Davis