

TIGER OIL COMPANY



To: All Employees

From: Edward Mike Davis, Owner and CEO

Subject: New Rules and Polices

Dated: October 9, 2013

Now that the holiday season is behind us and a new year has begun, Tiger Oil Company is taking this opportunity to address and clarify the direction of its company's future.

First of all, in order for the company to keep operational costs down and employee raises/benefits at a premium, a system of accountability has been implemented which each employee is expected to adhere to.

Effective immediately, all employees that travel and/or utilize an expense account during their normal course of business, is now required to show receipt of all charges/purchases made to said account. This means all food, lodging, entertainment and other expenses must be accompanied by a receipt. These charges listed must be of reasonable quantity and in direct correlation to the scope of your employment.

Any expense caused by or due to your own personal irresponsible actions, such as: driving or operating machinery while intoxicated/impaired will no longer result in a workers compensation claim nor will you be granted company sick time. Tiger Oil company strictly prohibits drinking while on company time. Therefore, you will not be paid for time lost due to injuries resulting from such actions.

Remember, the goal of Tiger Oil Company is to utilize our team of professionals to remain competitive in these hard economical times. This can only be accomplished by putting safety first.

Wishing you and your family health, happiness and much prosperity in the coming New Year.