
Targa Resources Corp.

POLICY TITLE: **Substance Abuse Policy**

EFFECTIVE DATE: **8/2009**

INTRODUCTION

Targa Resources Corp., including all subsidiaries (collectively “Targa”), considers each employee a valuable and irreplaceable individual. The health, safety and security of each individual and of Targa, depend, in part, on our collective ability to recognize and eliminate substance abuse from our workplaces.

Targa’s policy is to maintain a safe, healthful, and productive work environment for all employees. To that end, Targa will act to eliminate substance abuse in the workplace or otherwise on any of Targa’s properties. Substance abuse increases the potential for accidents, absenteeism, substandard performance, poor employee morale, or damage to the company’s reputation. For purposes of this policy, the term "substance" includes alcohol, controlled substances, illegal drugs, hallucinogens, prescribed and over-the-counter medication, and any other substance that may be inhaled, injected, ingested, or introduced into the body in any other way that may affect an individual’s performance or judgment.

Any employee conduct involving substance abuse is unacceptable, regardless of whether the conduct occurs while an employee is working or otherwise on Targa premises. All contractors, subcontractors, their employees, agents, and visitors must comply with Targa's policy prohibiting the use, possession, or being under the influence of alcoholic beverages or substances on Targa’s premises.

All employees must comply with this policy, and all employees subject to testing under federal or state regulation (i.e., Department of Transportation (“DOT”) regulated drivers, pipeline workers, and maritime personnel) must also comply with any Targa policy implementing such regulations. Employees assigned to operations, maintenance, or emergency response functions for DOT regulated positions (referred to as "DOT covered positions") are also subject to specific, mandatory screening under certain circumstances, as outlined below. Furthermore, contractors and subcontractors performing operations, maintenance, or emergency response functions for DOT regulated facilities and pipelines, must comply with the applicable substance abuse control regulations.

CONSEQUENCES OF POLICY VIOLATIONS

Targa has “zero tolerance” with respect to individuals who violate this Substance Abuse Policy. The consequence of a policy violation for an employee is disciplinary action up to and including termination of employment, for a contractor is termination of the

Note: All Targa employees are employees-at-will and either Targa or the employee can terminate the employment relationship at any time, with or without notice, and without cause. Targa reserves the right to change or deviate from its published policy, practice, and procedure at any time without prior notice as circumstances or business needs dictate. This policy, practice, and/or procedure is a guideline only and does not create a legally binding document.

Issue Date: 8/2009

Targa Resources Corp.

POLICY TITLE: **Substance Abuse Policy**

EFFECTIVE DATE: **8/2009**

contract or assignment, and for a job applicant is elimination from consideration for employment or assignment.

PROHIBITED CONDUCT and ACTIVITIES

Certain activities on Targa's premises are considered serious misconduct and will result in disciplinary action, which may include immediate termination and notification, where appropriate, to law enforcement or other government authorities. These activities of serious misconduct include:

- The unlawful manufacture, distribution, dispensing, possession or use of controlled substances, illegal drugs, or drug paraphernalia.
- The use, sale, or possession of alcohol other than: (i) as authorized by appropriate management; (ii) the possession of unopened containers of alcohol in one's personally owned vehicle; (iii) the making or accepting of gifts containing alcohol provided the gifts are not opened while on Targa's premises.
- Reporting to work or working with the detectable presence of alcohol, or illegal drugs (or their metabolites) in one's system.
- Refusal to comply with alcohol and drug testing program schedules and instructions, or adulterating, diluting or otherwise attempting to alter or altering a specimen for alcohol or prohibited drug testing. Refusal to comply includes: (i) failing to provide an adequate breath or urine specimen for testing without a genuine inability to provide a specimen (as determined by a medical evaluation by a physician) after receiving notice of the requirement for breath or urine testing; (ii) abusive conduct toward medical personnel; (iii) behavior that obstructs the testing process or search process; and/or (iv) not appearing at a designated test site at the designated time.
- Employees may not use any prescription medication while performing safety sensitive job duties, if that use may negatively affect the employee's ability to perform their job safely. Employees are expected to consult with their medical providers to determine whether any prescribed medicine may have side effects that may impact their safe performance. Employees are required to immediately notify their supervisors of any work restrictions.
- Employees must not report to work and will not be allowed to work if alcohol has been consumed within 4 hours prior to commuting to work or within the time period between being notified and reporting to work in case of an emergency. Employees who

Note: All Targa employees are employees-at-will and either Targa or the employee can terminate the employment relationship at any time, with or without notice, and without cause. Targa reserves the right to change or deviate from its published policy, practice, and procedure at any time without prior notice as circumstances or business needs dictate. This policy, practice, and/or procedure is a guideline only and does not create a legally binding document.

Issue Date: 8/2009

Targa Resources Corp.

POLICY TITLE: **Substance Abuse Policy** EFFECTIVE DATE: **8/2009**

are designated as being “on-call” are expected to comply with the above guidelines by remaining able to report to work free of any substances that could impair their ability to perform their work safely. Employees who are not “on-call” and are called out to work in an emergency situation, are required to notify their supervisor of any substance use that could impact their performance.

- Any other conduct that violates this Substance Abuse Policy.

SEARCH, SCREENING and INSPECTION

Management will determine when search and/or screening procedures are required at Targa facilities to provide a safe work environment or to protect Targa’s assets or property. Targa reserves the right, at management discretion, to have authorized personnel conduct searches or inspections of Targa property or of personal effects brought on to Targa’s premises, including but not limited to bags, lunch boxes, tool boxes, brief cases, computer bags, purses, mail or packages (received at Targa offices) and vehicles of employees, contractors and other personnel for the purpose of determining if any such persons are in possession of substances. For purposes of this policy, the term “Targa property” includes, without limitations, desks, computers, lockers, vehicles and other equipment.

Refusal to submit to searches and/or screening shall be cause for denial of employment or disciplinary action, up to and including termination of employment, and removal from Targa’s premises.

SUBSTANCE ABUSE SCREENING

Substance abuse screening will be conducted, as necessary, to assure compliance with applicable federal and state laws, adherence to Targa policy, and to complete investigations into the potential causes or contributions to accidents, injuries, and performance-related difficulties. Targa may test for the presence of substances, including but not limited to: marijuana, cocaine, opiates (including heroin, morphine, hydrocodone and codeine), amphetamines (including methamphetamine), barbiturates, benzodiazepines (Valium, Xanax), methadone, phencyclidine (PCP), and alcohol.

Alcohol screening will be by evidentiary breath testing (“EBT”) device. EBT devices will be provided and operated by Targa approved testing services. Urine specimen collection, for the above stated substances, will be conducted by appropriately qualified clinics, hospitals, medical professionals, or medical facilities approved by Targa. Urine specimens will be collected by using the containers and chain of custody documents provided by

Note: All Targa employees are employees-at-will and either Targa or the employee can terminate the employment relationship at any time, with or without notice, and without cause. Targa reserves the right to change or deviate from its published policy, practice, and procedure at any time without prior notice as circumstances or business needs dictate. This policy, practice, and/or procedure is a guideline only and does not create a legally binding document.

Issue Date: 8/2009

Targa Resources Corp.

POLICY TITLE: **Substance Abuse Policy** EFFECTIVE DATE: **8/2009**

Targa and will be tested at the laboratory designated in the shipping instructions included with the kits. Under no circumstances are Targa employees allowed to collect samples.

Unless otherwise prohibited by law, substance abuse screening will be conducted under the following circumstances:

1. Pre-employment / Pre-placement Screening:

All applicants offered employment by Targa will be required to undergo a drug test before beginning employment. If an applicant refuses to be tested, or has a verified, confirmed-positive drug test result, Targa will eliminate the applicant from consideration for employment or assignment. Targa reserves the right to drug test a contract worker prior to placement in a contract position where permitted by law.

2. Reasonable Cause Testing:

If physical, or performance-based indicators of possible alcohol or other substance abuse are indicated to supervisors or other employees by an employee's behavior, such employee may be subjected to substance abuse screening due to reasonable cause (also referred to as reasonable suspicion). Should an employee witness any such behavior, the employee should immediately notify the employee's supervisor or Human Resources. Targa reserves the right to drug and alcohol test employees or contract workers for reasonable suspicion where permitted by law.

3. Post-Accident Screening

Each employee, contractor or contract worker whose performance either contributed to an accident or cannot be completely discounted as a contributing factor to an accident will be subject to post-accident drug and/or alcohol testing as part of Targa's investigation into the causes of the accident.

If an employee, for whom post-accident screening is required, is injured, unconscious, or otherwise unable to grant consent to a substance abuse screening, reasonable steps will be taken to obtain a specimen as permitted by law.

4. State or Federally Mandated Testing:

Employee, contractors and contract workers will be required to submit to drug and/or alcohol testing when required by State or Federal laws or regulations, including testing in conformance with the requirements of DOT. DOT testing includes pre-employment, random, and post accident testing for those employees in DOT covered positions, and return-to-work and follow-up tests for individuals who have previously violated DOT drug and alcohol rules. If a position is a DOT covered position, then

Note: All Targa employees are employees-at-will and either Targa or the employee can terminate the employment relationship at any time, with or without notice, and without cause. Targa reserves the right to change or deviate from its published policy, practice, and procedure at any time without prior notice as circumstances or business needs dictate. This policy, practice, and/or procedure is a guideline only and does not create a legally binding document.

Targa Resources Corp.

POLICY TITLE: **Substance Abuse Policy**

EFFECTIVE DATE: **8/2009**

an employee will be so notified at the time of hire, time of transfer into a DOT covered position, or at the time a position becomes a DOT covered position subject to DOT random testing.

NOTE: Copies of the Targa Anti-Drug Plans and Alcohol Misuse Prevention Plans are located on Targa's intranet under MyTarga / Human Resources / Employee Only Documents / DOT Program section and available to all employees.

5. Negative Diluted Specimen Testing:

If the drug test for any applicant, employee or contractor results in a negative diluted specimen, then Targa reserves the right to have the individual submit to a recollection without advance notice.

6. Unannounced or Random Testing:

Employees, contractors and contract workers may be tested on an unannounced or random basis by Targa. All such testing will be unannounced and will be based on a targeted sampling of employees, contractors and contract workers and/or work sites (which may include all employees, contractors and/or contract workers at a given location) at the discretion of Targa. Unannounced or random testing will be conducted in accordance with applicable state laws.

7. Return-To-Work Testing:

An employee who self reports alcohol or other substance abuse before being suspected of a policy violation, may be permitted to return-to-work, provided the employee is first evaluated by a company-approved Substance-Abuse Provider ("SAP") and successfully completes any course of treatment recommended or prescribed. As a condition of continued employment, the employee will be required to sign a return-to-work agreement. Before returning to work, the employee must take and pass a return-to-work drug and/or alcohol test. Any employee who fails a return-to-work test will be terminated from employment.

8. Follow-Up Testing:

An employee who self reports and completes the prescribed treatment and return-to-work testing as described above, must submit to frequent unannounced drug and/or alcohol tests for a period of up to 5 years, or as recommended by the employee's SAP. Employees who test positive on a follow-up test will be terminated from employment. Employees in covered positions who are subject to DOT return-to-work requirements as a result of prior DOT policy violations will be subject to follow-up testing as prescribed by their SAP.

Note: All Targa employees are employees-at-will and either Targa or the employee can terminate the employment relationship at any time, with or without notice, and without cause. Targa reserves the right to change or deviate from its published policy, practice, and procedure at any time without prior notice as circumstances or business needs dictate. This policy, practice, and/or procedure is a guideline only and does not create a legally binding document.

Issue Date: 8/2009

Targa Resources Corp.

POLICY TITLE: **Substance Abuse Policy**

EFFECTIVE DATE: **8/2009**

PROCEDURES for ALCOHOL & OTHER SUBSTANCE TESTING

- **Consent:** No alcohol test may be administered, sample collected, or drug test conducted on any sample without the written consent of the person being tested. However, a refusal to submit to a test will be viewed as insubordination and will be subject to disciplinary action, up to and including termination.
- **Collection and Chain-of-Custody:** Persons being tested will be asked to provide a test sample by the collection site person or medical personnel. Procedures for the collection of specimens will allow for reasonable individual privacy subject to applicable laws. Urine specimens will be tested for temperature, and may be subject to other validation procedures as appropriate. The collection site person and the person being tested will maintain chain-of-custody procedures for specimens at all times.
- **Right to Retest:** An individual who tests positive for drugs may, within 72 hours of notification of a positive test result, request that the individual's original urine sample be sent to an independent laboratory certified by the Substance Abuse and Mental Health Services Administration for a second confirmatory test, at the individual's expense. Targa may suspend the employee without pay, transfer the employee temporarily to another position, or take other appropriate action pending the results of any such re-test.

CONFIDENTIALITY

All records relating to positive test results, drug and alcohol dependencies, and employee medical information shall be kept confidential, and disseminated to and within Targa only on a need-to-know basis. Such records will be kept in files separate from personnel files. Targa is required by DOT regulations to report positive drug test results to future prospective employers if requested by a company that has provided a signed Applicant Authorization to Release DOT Drug/Alcohol Test Results Form. Test results will not be released outside of Targa without the written consent of the tested individual, except in a legal or administrative proceeding brought by the individual against Targa or as otherwise required by law.

Note: All Targa employees are employees-at-will and either Targa or the employee can terminate the employment relationship at any time, with or without notice, and without cause. Targa reserves the right to change or deviate from its published policy, practice, and procedure at any time without prior notice as circumstances or business needs dictate. This policy, practice, and/or procedure is a guideline only and does not create a legally binding document.

Issue Date: 8/2009

Targa Resources Corp.

POLICY TITLE: **Substance Abuse Policy**

EFFECTIVE DATE: **8/2009**

EMPLOYEE SELF REFERRAL

Employees who voluntarily seek help for substance abuse (“self-referral”), prior to being asked to submit to a drug and/or alcohol test, will be provided an opportunity to pursue counseling and rehabilitation. Targa will make available to these employees information about nearby counseling and rehabilitation services. Employees in DOT covered positions will be required to follow a treatment program as outlined by a SAP certified by DOT. Employee health insurance may help defray the costs of treatment. An employee who is receiving counseling and/or rehabilitation treatment may be required to take time off work to comply with the assigned treatment program or until released by the treatment provider as substance free and safely able to resume work. The time off work may be covered by Targa’s paid time off policies if the employee has exception time available. The time off may also qualify for Family & Medical Leave if the employee meets the eligibility requirements. The employee may return-to-work only after successful completion of a prescribed treatment program. The employee will be subject to follow up drug screening as previously outlined in the Substance Abuse Screening section of this policy.

Since a decision to seek treatment can neither excuse nor protect an employee from the consequences of failing to meet job expectations or for engaging in policy violations, Targa encourages employees to seek assistance before such problems develop. Employees who have a question about employee assistance resources, may contact Human Resources or the Employee Assistance Program provider as listed on the Targa intranet website.

COMPLIANCE WITH ALL APPLICABLE LAWS

Targa will implement this Substance Abuse Policy, including the alcohol and other substance testing sections, in a manner that complies with applicable federal, state, and local laws, rules and regulations.

Note: All Targa employees are employees-at-will and either Targa or the employee can terminate the employment relationship at any time, with or without notice, and without cause. Targa reserves the right to change or deviate from its published policy, practice, and procedure at any time without prior notice as circumstances or business needs dictate. This policy, practice, and/or procedure is a guideline only and does not create a legally binding document.

Issue Date: 8/2009