



Fred Garrison Oil Company

Employee Handbook

EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about Fred Garrison Oil Company, and I understand that I should consult the Chief Executive Officer, Gary Garrison, regarding any questions not answered in the handbook.

I became an employee at Fred Garrison Oil Company voluntarily. I understand and acknowledge that there is no specified length to my employment at Fred Garrison Oil Company and that my employment is at will. I understand and acknowledge that "at will" means that I may terminate my employment at any time, with or without cause or advance notice. I also understand and acknowledge that "at will" means that Fred Garrison Oil Company may terminate my employment at any time, with or without cause or advance notice, as long as they do not violate federal or state laws.

I understand and acknowledge that there may be changes to the information, policies, and benefits in the handbook. The only exception is that Fred Garrison Oil Company will not change or cancel its employment-at-will policy. I understand that Fred Garrison Oil Company may add new policies to the handbook as well as replace, change, or cancel existing policies. I understand that I will be told about any handbook changes and I understand that handbook changes can only be authorized by the chief executive officer of Fred Garrison Oil Company.

I understand and acknowledge that this handbook is not a contract of employment or a legal document. I have received the handbook and I understand that it is my responsibility to read and follow the policies contained in this handbook and any changes made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____



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Welcome to Allstar Fuel!

We believe that each employee helps to make Allstar Fuel successful. We hope that you will be proud to be a member of our team.

This handbook describes many of our policies. The handbook also outlines many of the programs and benefits available to eligible employees.

The handbook will answer many questions about employment at Allstar Fuel. We suggest you become familiar about the handbook as soon as possible.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

A handwritten signature in cursive script that reads "Gary Garrison". The signature is written in dark ink and is positioned below the word "Sincerely,".

Gary Garrison



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ORGANIZATION DESCRIPTION

I. Goods Produced and/or Services Provided

Fred Garrison Oil Company is engaged in the sale and distribution of refined petroleum products. We are dedicated to serve our customers in the most efficient and profitable method possible. We still strive to be a leader in the distribution of petroleum products and maintain honesty, integrity and sincerity in our business dealings.

II. Facilities and Location(s)

Fred Garrison Oil Company operates a home office in Plainview, Texas. There are offices in Graham, Texas and Wichita Falls, Texas as well.

III. The History of Fred Garrison Oil Company

Fred Garrison founded Fred Garrison Oil Company in 1951 as a Fina service station and bulk plant selling gasoline, diesel, lubricants, propane, tires, batteries and other automotive products. In 1960, he became a Texaco distributor and occupied the present headquarters located at 1107 Walter Griffin Street in Plainview, Texas.

Currently, Fred Garrison Oil Company is a distributor of Shell, Texaco, Conoco, Phillips 66 and other major brand petroleum products including gasoline, diesel, aviation fuels, propane, kerosene, naphtha, solvents, motor oils, greases and other lubricants.

Fred Garrison Oil Company supplies service stations, convenience stores, truck stops, travel centers, farms, ranches, oil fields, businesses and individuals primarily in the Texas Panhandle and North Central Texas. Our fleet of bobtails and transports serve retail convenience stores, service stations, oil fields and automated fueling systems in an area from Eastern New Mexico through the Texas Panhandle and North Central Texas into Southern Oklahoma.

In 2001, Fred Garrison Oil Company began operating under the trade name Allstar Fuel - a Fred Garrison Oil Company. Our new logo and image appears throughout the Texas Panhandle and North Central Texas. We are proud of our fifty plus year heritage and look forward to a great future serving our customers and providing the highest quality products under one unified banner -- Allstar Fuel.



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IV. Management Philosophy

Fred Garrison Oil Company pledges to its employees that as long as the affairs of this company are in our hand, the following principles will govern our actions with employees. Fred Garrison Oil Company employees and their welfare are very important to the success of our company. Our long-range objective is the continuous development of a growing and prospering business through which both the employees and the company will benefit. Every employee is considered a member of our company team. Our success as a company is built on the recognition of the skills and efforts made by each employee. It is our policy to work with all members of our team in a fair and friendly manner and to treat each team member with dignity and respect.

The management of Fred Garrison Oil Company will work continually for the benefit of our present and prospective customers as well as our employees to improve the competitive position of our company. This will enable us to provide excellent jobs for our team members. General conditions such as safety, cleanliness and employee accommodations will be evaluated periodically for possible improvement and will always compare favorably with good industry practice. We will be pleased to meet with any employee to discuss suggested improvements in working conditions.

We will devote our best effort to conducting an expanding business within which will prevail an atmosphere of harmony with opportunity for all employees of Fred Garrison Oil Company.



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INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with Fred Garrison Oil Company and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment.

You should read, understand, and comply with all provisions of the handbook. The handbook describes many of your responsibilities as an employee and outlines the programs developed by Fred Garrison Oil Company to benefit employees. One of our objectives of Fred Garrison Oil Company is to provide a work environment that is conducive to both personal and professional growth.

However, this employee handbook cannot cover every situation or answer every question about policies and benefits at Fred Garrison Oil Company. Also, sometimes we may need to change the handbook. Fred Garrison Oil Company reserves the right to add new policies, change policies, or cancel policies at any time. The only policy we will never change or cancel is our employment-at-will policy. The employment-at-will policy allows you or Fred Garrison Oil Company to terminate your employment for any reason at any time. The employment-at-will policy is further described in the policy titled Nature of Employment. If we make changes to the handbook, we will tell you about the changes.



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CUSTOMER RELATIONS

Customers are very important to us. Every employee represents Fred Garrison Oil Company to our customers and the public. Our customers judge all of us by how we treat them. One of the highest priorities at Fred Garrison Oil Company is to help any customer or potential customer. Nothing is more important than being courteous, friendly, prompt, and helpful to customers.

Your contacts with the public, your telephone manners, and any communications you send to customers reflect not just on you but also of the professionalism of Fred Garrison Oil Company. Good customer relations can build greater customer loyalty and increased profits.