



Fred Garrison Oil Company

Employee Handbook

101 Nature of Employment

Effective Date: 1/1/2013

Revision Date:

This handbook gives a general understanding of the personnel policies of Fred Garrison Oil Company. It should help answer many common questions. You should review all the policies in the handbook and become familiar with them.

However, this handbook cannot cover every situation or answer every question about employment at Fred Garrison Oil Company. This handbook is also not an employment contract and is not intended to create contractual obligations of any kind.

You became an employee of Fred Garrison Oil Company voluntarily and your employment is at will. "At will" means you may terminate your employment at any time, with or without cause or advance notice. Likewise, "at will" means that Fred Garrison Oil Company may terminate your employment at will at any time, with or without notice or cause, as long as we do not violate any federal or state laws.

Sometimes we may need to change, add, or cancel policies or benefits. We want you to know that this could happen and that Fred Garrison Oil Company has the right to make changes. The only exception is that we will not change our employment-at-will policy. The only official changes to this handbook are changes that are authorized and signed by the chief executive officer of Fred Garrison Oil Company.



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102 Employee Relations

Effective Date: 1/1/2013

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We believe that the work conditions, wages, and benefits we offer to Fred Garrison Oil Company employees are competitive with those offered by other employers in this area and in this industry. If you have concerns about work conditions or compensation, we strongly encourage you to express these concerns openly and directly to your supervisor.

Our experience has shown that when employees deal openly and directly with management, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Fred Garrison Oil Company fully demonstrates its commitment to employees by responding effectively to employee concerns.



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103 Equal Employment Opportunity

Effective Date: 1/1/2013

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To give equal employment and advancement opportunities to all people, we make employment decisions at Fred Garrison Oil Company based on each person's performance, qualifications, and abilities. Fred Garrison Oil Company does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

We will make reasonable accommodations for qualified individuals with known disabilities unless making the reasonable accommodation would result in an undue hardship to Fred Garrison Oil Company.

Our Equal Employment Opportunity policy cover all employment practices, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

We also have an affirmative action program. The affirmative action program will promote opportunities for individuals in certain protected classes throughout Fred Garrison Oil Company.

If you have a question about any type of discrimination at work, talk with your immediate supervisor or the Department Manager. You will not be punished for asking questions about this. Also, if we find out that anyone was illegally discriminating, that person will be subject to disciplinary action, up to and including termination of employment.



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104 Business Ethics and Conduct

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We expect Fred Garrison Oil Company employees to be ethical in their conduct. It affects our reputation and success. Fred Garrison Oil Company requires employees to carefully follow all laws and regulations, and have the highest standards of conduct and personal integrity.

Our continued success depends on our customers' trust. Employees owe a duty to Fred Garrison Oil Company, our customers, and shareholders to act in ways that will earn continued trust and confidence of the public.

As an organization, Fred Garrison Oil Company will comply with all applicable laws and regulations. We expect all directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from anything that is illegal, dishonest, or unethical.

If you use of good judgment and follow high ethical principles, you will make the right decisions. However, if you are not sure if an action is ethical or proper, you should discuss the matter openly with your immediate supervisor. If necessary, you may also contact the Chief Executive Officer for advice and consultation.

It is the responsibility of every Fred Garrison Oil Company employee to comply with our policy of business ethics and conduct. Employees who ignore or do not comply with this standard of business ethics and conduct may be subject to disciplinary action, up to and including possible termination of employment.



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105 Hiring of Relatives

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When relatives work in the same area of an organization, it may cause problems at work. In addition to claims of favoritism and morale issues, personal conflicts from outside can be carried over to work.

For this policy, we define a relative as any person who is related by blood or marriage, or whose relationship with you is similar to that of a relative.

Although Fred Garrison Oil Company does not prohibit employing relatives of current employees, we will monitor these situations when the employees are in the same area. In case of an actual or potential problem, we will take quick action. This can include reassignment or, if necessary, termination of employment for one or both of the people involved.

If two employees become relatives and one of them supervises the other, the one who is the supervisor is required to tell management about the relationship. We may then ask the two employees to decide which of them is to be transferred to another available position. If they do not make that decision within 30 calendar days, Fred Garrison Oil Company may decide which one will be transferred or, if necessary, terminated from employment.

There may be situations when there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct reporting relationship or authority involved. In that case, we may separate the employees by reassignment or termination from employment. If you are in a close personal relationship with another employee, we ask that you avoid displays of affection or excessive personal conversation at work.



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106 Employee Medical Examinations

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At Fred Garrison Oil Company we may require that some employees have a medical examination. The exam is to help make sure you can perform your duties.

After we make a job offer to an applicant for certain types of jobs, we may require a medical examination. We will choose the health professional and pay for the exam. The job offer and starting the job then will depend on whether the applicant satisfactorily completes the exam.

Sometimes we may require current employees to take medical examinations to make sure they are fit for work. If we ask you to take an exam, we will schedule it for a reasonable time and frequency and we will pay for it.

We keep any medical information separate from you personnel information to protect your privacy. Also, only people who have a legitimate business need to know may see medical information.



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107 Immigration Law Compliance

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Fred Garrison Oil Company is committed to employing only people who are United States citizens or who are aliens legally authorized to work in the United States. We do not illegally discriminate because of a person's citizenship or national origin.

Because we comply with the Immigration Reform and Control Act of 1986, each new employee at Fred Garrison Oil Company is required to complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

If you leave Fred Garrison Oil Company and are re hired, you must also complete another form if the previous I-9 with Fred Garrison Oil Company is more than three years old, or if the original I-9 is not accurate anymore, or if we no longer have the original I-9.

If you have questions or want more information on immigration laws, contact the Chief Executive Officer. If you ask questions or want to complain about immigration law, you will not be punished in any way.



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108 Conflicts of Interest

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Fred Garrison Oil Company has guidelines to avoid real or potential conflicts of interest. It is your duty as an employee of Fred Garrison Oil Company to follow guidelines about conflicts of interest. If it is not clear to you or if you have questions about conflicts of interest, contact the Chief Executive Officer.

What is a conflict of interest? An actual or potential conflict of interest is when you are in a position to influence a decision or have business dealings on behalf of Fred Garrison Oil Company that might result in a personal gain for you or for one of your relatives. For conflicts of interest, a relative is a person who is related to you by blood or marriage, or whose relationship with you is similar to being a relative even though they are not related by blood or marriage.

We do not automatically assume there is a conflict of interest if you have a relationship with another company. However, if you have any influence on transactions involving purchases, contracts, or leases, you must tell an officer of Fred Garrison Oil Company as soon as possible. By telling us that there is the possibility of an actual or potential conflict of interest, we can set up safeguards to protect everyone involved.

The possibility of personal gain is not limited to situations where you or your relative has a significant ownership in a firm with which Fred Garrison Oil Company does business. Personal gains can also result from situations where you or your relative receives a kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Fred Garrison Oil Company.



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110 Outside Employment

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You may hold an outside job as long as you can satisfactorily perform your Fred Garrison Oil Company job and the job does not interfere with your scheduling demands.

We hold all employees to the same performance standards and scheduling expectations, regardless if they have outside jobs. In order to remain employed at Fred Garrison Oil Company, we will ask you to terminate an outside job if we determine that it is impacting your performance or your ability to meet our requirements, which may change over time.

You may not have an outside job that is a conflict of interest with Fred Garrison Oil Company. Also, you may not get paid or get anything in return from a person outside Fred Garrison Oil Company in exchange for something you produce or a service you provide as part of your Fred Garrison Oil Company job.



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112 Non-Disclosure

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It is very important to Fred Garrison Oil Company that we protect our confidential business information and trade secrets. Confidential information includes, but is not limited to, the following examples:

- * computer processes
- * computer programs and codes
- * customer lists
- * customer preferences
- * financial information
- * labor relations strategies
- * marketing strategies
- * new materials research
- * pending projects and proposals
- * proprietary production processes
- * research and development strategies
- * technological data
- * technological prototypes

If you improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment. This applies even if you do not get any benefit from releasing the information.



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114 Disability Accommodation

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Fred Garrison Oil Company is committed to complying fully with the Americans with Disabilities Act (ADA). We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. We conduct all our employment practices and activities on a non-discriminatory basis.

Our hiring procedures have been reviewed and they provide meaningful employment opportunities for persons with disabilities. We only make per-employment inquiries regarding an applicant's ability to perform the duties of the job.

We require post-offer medical examinations only for jobs that have bona fide job-related physical requirement. An examination will be given to any person who enters the job but only after that person has been given a conditional job offer. We keep medical records will be kept separate from other personnel files and confidential.

Reasonable accommodation is available to any employee with disability when the disability affects the performance of job functions. We make all employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. We make all types of leaves of absence available to all employees on an equal basis.

Fred Garrison Oil Company is also committed to not discriminating against any qualified employee or applicant because the person is related to or associated with a person with a disability. Fred Garrison Oil Company will follow any state or local law that gives more protection to a person with a disability than the ADA gives.

Fred Garrison Oil Company is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.