



Fred Garrison Oil Company

Employee Handbook

201 Employment Categories

Effective Date: 1/1/2013

Revision Date:

It is important that you understand the definitions of the employment classifications at Fred Garrison Oil Company and know your classification. The reason is because your employment classification helps determine your employment status and what benefits you are eligible for. If you have questions or are not sure what your employment classification is, see your supervisor.

These employment classifications do not guarantee employment with Fred Garrison Oil Company for any specified period of time. You became an employee at Fred Garrison Oil Company voluntarily and your employment is at will. "At will" means that 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 any time, with or without cause or advance notice, as long as we do not violate federal or state laws.

Depending on your job, you are either NONEXEMPT or EXEMPT from federal and state wage and hour laws. If you are a NONEXEMPT employee, you are entitled to overtime pay under the specific provisions of federal and state laws. If you are an EXEMPT employee, you are excluded from specific provisions of federal and state wage and hour laws. Your EXEMPT or NONEXEMPT classification may be changed only upon written notification by Fred Garrison Oil Company management.

In addition being a Nonexempt or Exempt employee, you also belong to one of the following employment categories:

You are a REGULAR FULL-TIME employee if you are not assigned to a temporary or introductory status and are regularly scheduled to work Fred Garrison Oil Company full-time schedule. REGULAR FULL-TIME employees are employees who are not in a temporary or introductory status AND who are regularly scheduled to work the full-time schedule at Fred Garrison Oil Company. In most cases, regular full-time employees are eligible for all Fred Garrison Oil Company benefit programs, subject to the terms, conditions, and limitations of each benefit program.

You are a REGULAR PART-TIME employee if you are not assigned in a temporary or introductory status AND you are regularly scheduled to work less than the full time work schedule. Regular part-time employees are eligible for **some** Fred Garrison Oil Company benefit programs, subject to the terms, conditions, and limitations of each benefit program. Regular part-time employees receive all legally mandated benefits, such as Social Security and workers' compensation insurance.

You are an INTRODUCTORY employee if your performance is being evaluated to determine whether further employment in a specific position or with Fred Garrison Oil Company is appropriate. When you



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satisfactorily complete the introductory period, you will be told about your new employment classification.

You are a TEMPORARY employee if you were hired as an interim replacement, or to temporarily increase our work force, or to help finish a specific project. Employees are in the temporary category for a limited time. Even if you work at Fred Garrison Oil Company longer than the original time period that we agreed to when you were first hired, you will stay a temporary employee until you are officially notified that you have been assigned to a different category. Temporary employees receive all legally mandated benefits, such as workers' compensation insurance and Social Security. Temporary employees are not eligible for other Fred Garrison Oil Company benefit programs.



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202 Access to Personnel Files

Effective Date: 1/1/2013

Revision Date:

Fred Garrison Oil Company keeps personnel files on all employee. The personnel files include the job applications and related hiring documents, training records, performance documentation, salary history, and other employment records.

Personnel files are the property of Fred Garrison Oil Company. Because personnel files contain confidential information, only people who can see them are people with a legitimate business reason. If you wish to review your own file, contact the Controller. You will need to give advance notice if you wish to see your file. You may review your file only when a representative of Fred Garrison Oil Company is also present.



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203 Employment Reference Checks

Effective Date: 1/1/2013

Revision Date:

To ensure that individuals who join Fred Garrison Oil Company are well qualified and have a strong potential to be productive and successful, it is the policy of Fred Garrison Oil Company to check the employment references of all applicants.

The Controller will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment, wage rates, and positions held.



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204 Personnel Data Changes

Effective Date: 1/1/2013

Revision Date:

It is important that Fred Garrison Oil Company have certain personal information about you in our records. You need to tell us as soon as there is a change in your mailing addresses, telephone numbers, marital status, dependents' information, educational accomplishments, and other possibly related information. We also need to have information about who to contact in case of an emergency. To change your personal information or if you have questions about what information is required, contact the Controller.



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205 Introductory Period

Effective Date: 1/1/2013

Revision Date:

Fred Garrison Oil Company has an introductory period for new employees. During the introductory period we will evaluate your work habits and abilities to make sure you can perform your job satisfactorily. The introductory period also gives you time to decide if the new job meets your expectations.

Since your employment with Fred Garrison Oil Company is voluntary and at will, you may terminate your employment at any time during or after the introductory period, with or without cause or advance notice. Likewise, Fred Garrison Oil Company also may terminate your employment at any time during or after the introductory period, with or without cause or advance notice.

The introductory period for all new and re hired employees is the first 90 calendar days after their hire date.

If you are absent for a significant amount of time during your introductory period, the length of the absence will automatically extend the introductory period. We may also extend the introductory period if we decide it was not long enough to evaluate your performance. This could happen either during or at the end of the introductory period.

When employees satisfactorily complete the introductory period, they are assigned to the "regular" employment classification.

During the introductory period, new employees are eligible for those benefits that are required by law, such as Social Security and workers' compensation insurance. After becoming regular employees, they may also be eligible for other Fred Garrison Oil Company benefit programs, subject to the terms and conditions of each benefit program. Be sure to review the information for each benefits program to see those exact requirements.



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208 Employment Applications

Effective Date: 1/1/2013

Revision Date:

We rely on the accuracy of information you put in the employment application. We also expect that you and your references give accurate and true information during the hiring process and employment. If we find that any information is misleading, false, or was left out on purpose, we may reject an applicant from further consideration. If the person has already been hired, it could result in termination of employment.

When we process an employment application, we may obtain a consumer credit report for employment purposes only concerning the applicant's credit worthiness, credit standing, and credit capacity. If we take an adverse employment action based in whole or in part on the consumer credit report, a copy of the report and a summary of your rights under the Fair Credit Reporting Act will be provided as well as any other documents required by law.



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209 Performance Evaluation

Effective Date: 1/1/2013

Revision Date:

We encourage you and your supervisor to discuss job performance and goals on an informal, day-to-day basis. In addition, you and your supervisor will have formal performance evaluations to discuss your work and goals, to identify and correct weaknesses, and to encourage and recognize your strengths.



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210 Job Descriptions

Effective Date: 1/1/2013

Revision Date:

We try to have accurate job descriptions for all jobs at Fred Garrison Oil Company. A job description includes the following sections: job information; job summary (gives a general overview of the job's purpose); essential duties and responsibilities; supervisory responsibilities; qualifications (includes education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required); physical demands; and work environment.

We use the job descriptions to help new employees understand their jobs and their responsibilities. We also use the job descriptions to identify the requirements of a job, set up hiring criteria, set standards for employee performance evaluations, and establish a basis for making reasonable accommodations for individuals with disabilities.

The Chief Executive Officer and the hiring manager prepare a job description when a new job is created. We review existing job descriptions and change them when a job changes. You can help by making sure that your job description is accurate and describes your job duties.

Your job description does not necessarily cover every task or duty that might be assigned. You may be assigned additional responsibilities as necessary. If you have any questions or concerns about your job description, contact the Chief Executive Officer.



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212 Salary Administration

Effective Date: 1/1/2013

Revision Date:

We have a salary administration program at Fred Garrison Oil Company. The salary administration program helps us have consistent pay practices, comply with federal and state laws, support our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market.

We are committed to paying equitable wages that are based on the requirements and responsibilities of each job. We also try to pay wages that are comparable to the wages paid to employees in similar jobs in other organizations in the area.

Compensation for each job is based on several factors. The factors include job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data (how other employers pay their employees). We periodically review our salary administration program and change it as necessary.

If you have a question about compensation in your area or for your job, talk with your supervisor. If you have a question about Fred Garrison Oil Company's salary administration, contact the Chief Executive Officer.



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214 Medical Information Privacy

Effective Date: 1/1/2013

Revision Date:

This policy describes how health information about you may be used and disclosed and how you can get access to this information. If you have any questions, ask your supervisor or the Controller.

Fred Garrison Oil Company is committed to keeping our employees' personal information private. This policy of privacy applies to our health plans that are covered by state or federal law, for example health benefit plans, dental plans, employee assistance plans, and pharmacy benefit programs. We will refer all of these plans in the policy as the Benefit Plans.

The Benefit Plans are required by federal and state law to protect the privacy of your health information and other personal information, and to provide you with notice about our policies and protections. When the Benefit Plans use or disclose your protected health information, the Benefit Plans promise to respect the privacy of that information.

The Benefit Plans will not use your protected health information or disclose it to others without your permission, except for the following reasons:

- * Treatment
- * Payment
- * Health Care Operations
- * Disclosure to Employer or Operating Company
- * Disclosure to Health Care Vendors and Accreditation Organizations
- * Public Health Activities
- * Health Oversight Activities
- * Research
- * To Comply with the Law
- * Judicial and Administrative Proceedings
- * When required by Law Enforcement Officials
- * Health or Safety
- * Government Functions
- * Workers' Compensation

The Benefit Plans may disclose your protected health information when necessary to file claims with other insurance carriers.



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The Benefit Plans will not use or disclose your protected health information for any purpose other than the purposes described in this policy without the employees' written okay and agreement. You may take back an authorization that you gave before by sending in a written request to the Controller, but not about any actions the Benefits Plans have already taken.

The Benefit Plans may disclose protected health information about you to a relative, a friend or any other person you identify, provided the information is directly relevant to that person's involvement with your health care or payment for that care. For example, if a family member or a caregiver calls Fred Garrison Oil Company with knowledge of an your protected health information, we may confirm it or answer questions about it. You have the right to stop or limit this type of disclosure by contacting the Controller. If you are a minor, you also may have the right to block parents' access to your protected health information, if permitted by state law.

You have the right to additional restrictions on who can see your protected health information. While the Benefit Plans will consider all requests for restrictions carefully, they are not required to agree to a requested restriction.

You have the right to confidential communications about your protected health information. While the Benefit Plans will consider reasonable requests carefully, the Benefit Plans are not required to agree to all requests. You have the right to see and copy your protected health information. If you ask for copies, the Benefits Plans may charge you copying and mailing costs.

You have the right to make corrections to your protected health information. If your doctor or another person created the information that you want to change, the you should ask that person to change the information.

You have the right to know who your protected health information is disclosed to. If you request an accounting more than once during any 12-month period, the Benefit Plans will charge you a reasonable fee for each accounting statement after the first one.

You have the right to a paper copy of this policy. You may contact the Controller to obtain a paper copy of this policy, even if you agreed to receive this policy electronically.

If you want to make any of the requests above, you must contact the Controller.

If you want more information about privacy rights, do not understand their privacy rights, are concerned that the Benefit Plans have not respected your privacy rights, or disagree with a decision that the Benefit Plans made about who can see your protected health information, you may contact the Controller. You may also file written complaints with the Secretary of the U.S. Department of Health and Human Services. We will not take any action against employees if they file a complaint with the Secretary of the U.S. Department of Health and Human Services or the Controller.



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Finally, the Benefits Plans may change this policy at any time. If the policy changes, the Benefits Plans may make the new policy terms effective for all protected health information that the Benefit Plans maintain, including any information the Benefit Plans created or received before new policy. If the Benefits Plans changes this policy, you will be notified of the change.



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216 Social security number policy

Effective Date: 1/1/2013

Revision Date:

To protect your personal information, Fred Garrison Oil Company will not use your Social Security numbers to identify you. That means we will not:

- * Publicly post or publicly display your Social Security number.
- * Print an employee's Social Security number on any card you need to access products or services.
- * Require you to send your Social Security number over the Internet, unless the connection is secure or the Social Security number is encrypted.
- * Require you to use your Social Security number to access an Internet web site, unless a password or unique personal identification number or other authentication device is also required to access the Internet web site.
- * Print your Social Security number on any materials that are mailed to the employee, unless state or federal law requires the Social Security number to be on the document to be mailed.

However, Social Security numbers may be included in job applications and forms sent by mail.

If Fred Garrison Oil Company previously used your Social Security number in the past in a way that this policy now prohibits, we will continue using your Social Security number in that way, if:

- * The use of the Social Security number is continuous. If the use is stopped for any reason, the conditions listed above will apply.
- * You get a yearly memo that tells you that you have the right to stop the use of your Social Security number in a way that is prohibited by this policy.

A written request by you to stop the use of your Social Security number in a prohibited way will be taken care of within 30 days of our receiving the request. You will not be charged for stopping the use of your Social Security number. Fred Garrison Oil Company will not deny you services because you make a written request to stop the use of your Social Security number.

Fred Garrison Oil Company will continue to collect, use, or release Social Security numbers as required by state or federal law, and may use Social Security numbers for internal verification or administrative purposes.

If you have questions about this policy or feel your Social Security number has been used misused by Fred Garrison Oil Company, contact the Controller.