



Fred Garrison Oil Company

Employee Handbook

501 Safety

Effective Date: 1/1/2013

Revision Date:

Our workplace safety program is a top priority at Fred Garrison Oil Company. We want Fred Garrison Oil Company to be a safe and healthful work environment for employees, customers, and visitors. The Safety Manager is responsible for implementing, administering, monitoring, and evaluating the safety program. A successful safety program depends on the alertness and personal commitment of all.

We regularly communicate in different ways with employees about workplace safety and health issues. These communications may include supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or reduce hazards.

You are expected to obey safety rules and be careful at work. You must immediately report any unsafe condition to the appropriate supervisor. If you violate Fred Garrison Oil Company safety standards, may be subject to disciplinary action, up to and including termination of employment. Violations include causing a hazardous or dangerous situation, not reporting a hazardous or dangerous situation, and not correcting a problem even though you could have corrected it.

It is very important that you tell the Safety and Regulation Manager or the appropriate supervisor immediately about any accident that causes injury, no matter how minor it might seem at the time. When you report it quickly, we can investigate the accident promptly, follow the laws, and start insurance and workers' compensation processing.

Fred Garrison Oil Company does offer a reimbursement program for your personal safety clothing and equipment that are required on the job. Please see the Safety Manager for more details.



Fred Garrison Oil Company

Employee Handbook

502 Work Schedules

Effective Date: 1/1/2013

Revision Date:

There are different work schedules at Fred Garrison Oil Company. Your supervisor will tell you about your work schedule.

Our staffing needs and work demands may require that we change the starting and ending times of work schedules. We may also need to change the number of work hours that are scheduled each day and week.



Fred Garrison Oil Company

Employee Handbook

504 Use of Phone and Mail Systems

Effective Date: 1/1/2013

Revision Date:

Fred Garrison Oil Company telephones are reserved for business use only. Therefore, you may not make outgoing personal calls, even if they are local calls. If you make personal calls on Fred Garrison Oil Company business phones, we may require that you pay us for any charges.

Our mail system is intended for business purposes only so you should not use the postage meter for personal use.

Our telephone communications are an important reflection of our image to customers and the community. Always use proper telephone etiquette. The following are some examples of good telephone etiquette: use the approved greeting, speak courteously and professionally, repeat information back to the caller, and only hang up after the caller hangs up.



Fred Garrison Oil Company

Employee Handbook

505 Smoking

Effective Date: 1/1/2013

Revision Date:

In keeping with Fred Garrison Oil Company's intent to provide a safe and healthful work environment, smoking in the workplace is prohibited except in those locations that have been specifically designated as smoking areas. In situations where the preferences of smokers and nonsmokers are in direct conflict, the preferences of nonsmokers will prevail.

This policy applies equally to all employees, customers, and visitors.



Fred Garrison Oil Company

Employee Handbook

506 Meal Periods

Effective Date: 1/1/2013

Revision Date:

All full-time employees will have one meal period each workday. Your supervisor will schedule your meal period to accommodate operating requirements. During meal periods, you are not subject to any work responsibilities or restrictions. You will not be paid for meal period time.



Fred Garrison Oil Company

Employee Handbook

507 Overtime

Effective Date: 1/1/2013

Revision Date:

There may be times when Fred Garrison Oil Company cannot meet its operating requirements or other needs during regular working hours. If this happens, we may schedule employees to work overtime hours. When possible, we will try to give you advance warning of a mandatory overtime assignment.

It is our policy that no overtime can be worked without the approval and authorization of the supervisor. We try to distribute overtime assignments fairly among all employees who are qualified to perform the required work.

Nonexempt employees will receive overtime pay in accordance with federal and state wage and hour laws. Overtime pay is based on actual hours worked. For this reason, time off for sick leave, vacation, or other paid or unpaid leaves of absence is not be counted as hours worked when calculating overtime pay.



Fred Garrison Oil Company

Employee Handbook

508 Use of Equipment and Vehicles

Effective Date: 1/1/2013

Revision Date:

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When you use Fred Garrison Oil Company property, you should be careful, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Tell your supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or needs repair. When you promptly report damages, defects, and the need for repairs, you can prevent deterioration of equipment and possible injury to employees or others.

See your supervisor if you have questions about your responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination of employment.



Fred Garrison Oil Company

Employee Handbook

510 Emergency Closing

Effective Date: 1/1/2013

Revision Date:

There may be times when emergencies, such as severe weather, fires, power failures, or earthquakes, can disrupt normal business operations at Fred Garrison Oil Company. We may even have to close a work facility.

When we are officially closed due to emergency conditions, you will not be paid for the time off. However, you may use any available paid time off you have, such as vacation.



Fred Garrison Oil Company

Employee Handbook

512 Business Travel Expenses

Effective Date: 1/1/2013

Revision Date:

We will reimburse you for reasonable business travel expenses if the immediate supervisor approves the travel in advance. After a trip is approved, you are responsible for making your own travel arrangements.

We reimburse approved travel expenses such as travel, meals, lodging, and other expenses as long as they were necessary to meet the objectives of the trip. You are expected to keep expenses within reasonable limits.

If you are involved in an accident while on business travel, immediately report the accident to your supervisor. If you use a vehicle owned, leased, or rented by Fred Garrison Oil Company, you may not use that vehicle for personal reasons unless you get advance approval.

When a business trip is over, submit your completed travel expense report within 30 days. With your expense report, you must also submit receipts for every expense item.

See your supervisor for help and questions about business travel, expense reports, or any other travel issues.

It is a very serious matter if you record false or misleading information on your expense report. You may not request reimbursement for expenses that you did not have or that were not business-related. Employees who do not follow this business travel policy could be subject to disciplinary action, up to and including termination of employment.



Fred Garrison Oil Company

Employee Handbook

514 Visitors in the Workplace

Effective Date: 1/1/2013

Revision Date:

Only visitors who are properly authorized may be on Fred Garrison Oil Company premises. This helps to maintain safety standards, safeguard employee and customer welfare, protect our property and facilities, guard confidential information against theft, and reduce potential distractions and disturbances. All visitors should enter Fred Garrison Oil Company at the lobby. If you have visitors, you are responsible for their conduct and to watch out for their safety.

If you see an unauthorized individual at work, notify your supervisor immediately or direct the person to the lobby.



Fred Garrison Oil Company

Employee Handbook

516 Computer and Email Usage

Effective Date: 1/1/2013

Revision Date:

To help do your job, Fred Garrison Oil Company may give you access to computers, computer files, the email system, and software. You should not use a password, access a file, or retrieve any stored communication without authorization. To make sure that all employees follow this policy, we may monitor computer and email usage.

We try hard to have a workplace that is free of harassment and sensitive to the diversity of our employees. Therefore, we do not allow employees to use computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

At Fred Garrison Oil Company you may not display, download, or email sexually explicit images, messages, and cartoons. You also may not use computers and email for ethnic slurs, racial comments, off-color jokes, or anything that another person might take as harassment or disrespect.

You may not use email to ask other people to contribute to or to tell them about businesses outside of Fred Garrison Oil Company, religious or political causes, outside organizations, or other nonbusiness matters.

Fred Garrison Oil Company buys and licenses computer software for business purposes. We do not own the copyright to this software or its documentation. Unless the software developer authorizes us, we do not have the right to use the software on more than one computer.

You may only use software on local area networks or on multiple machines according to the software license agreement. Fred Garrison Oil Company prohibits the illegal duplication of software and its related documentation.

If you know about any violations to this policy, notify your supervisor, the Chief Operating Officer or any member of management. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.



Fred Garrison Oil Company

Employee Handbook

517 Internet Usage

Effective Date: 1/1/2013

Revision Date:

Fred Garrison Oil Company may provide you with Internet access to help you do your job. This policy explains our guidelines for using the Internet. Internet usage is intended for job-related activities but short, occasional personal use is allowed as long as you keep it within reasonable limits.

All Internet data that is written, sent, or received through computer systems is part of official Fred Garrison Oil Company records. That means that we can legally require to show that information to law enforcement or other parties. Therefore, you should always make sure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and legal.

The equipment, services, and technology that you use to access the Internet are the property of Fred Garrison Oil Company. Therefore, we reserve the right to monitor how you use the Internet. We also reserve the right to find any data that you write, send, or receive through online connections or is stored in our computer systems.

You may not write, send, read, or receive data through the Internet that contains content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person.

Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

Fred Garrison Oil Company does not allow the unauthorized use, installation, copying, or distribution of copyrighted, trade marked, or patented material on the Internet. As a general rule, if you did not create material, do not own the rights to it, or have not received authorization for its use, you should not put the material on the Internet. You are also responsible for making sure that anyone who sends you material over the Internet has the appropriate distribution rights.

To protect against computer viruses, you may not download a file from the Internet without getting authorization in advance. All compressed files must be checked both before and after decompression.

If you use the Internet in a way that violates the law or Fred Garrison Oil Company policies, you will be subject to disciplinary action, up to and including termination of employment. You may also be held



Fred Garrison Oil Company

Employee Handbook

personally liable for violating this policy.

The following are some examples of prohibited activities that violate this Internet policy:

- * Sending or posting discriminatory, harassing, or threatening messages or images
- * Using the organization's time and resources for personal gain
- * Stealing, using, or disclosing someone else's code or password without authorization
- * Copying, pirating, or downloading software and electronic files without permission
- * Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- * Violating copyright law
- * Failing to observe licensing agreements
- * Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- * Sending or posting messages or material that could damage the organization's image or reputation
- * Participating in the viewing or exchange of pornography or obscene materials
- * Sending or posting messages that defame or slander other individuals
- * Attempting to break into the computer system of another organization or person
- * Refusing to cooperate with a security investigation
- * Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- * Using the Internet for political causes or activities, religious activities, or any sort of gambling
- * Jeopardizing the security of the organization's electronic communications systems
- * Sending or posting messages that disparage another organization's products or services
- * Passing off personal views as representing those of the organization
- * Sending anonymous email messages
- * Engaging in any other illegal activities



Fred Garrison Oil Company

Employee Handbook

518 Workplace Monitoring

Effective Date: 1/1/2013

Revision Date:

Fred Garrison Oil Company may conduct workplace monitoring to help ensure quality control, employee safety, security, and customer satisfaction.

Employees who regularly communicate with customers may have their telephone conversations monitored or recorded. Telephone monitoring helps us to identify training needs and performance problems.

All computer equipment, services, or technology that we furnish you are the property of Fred Garrison Oil Company. We reserve the right to monitor computer activities and data that is stored in our computer systems. We also reserve the right to find and read any data that you write, send, or receive by computer.

We may perform video surveillance of non-private workplace areas. We use video monitoring to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage and prevent harassment and workplace violence.

You may ask to see information about you that was gathered through workplace monitoring if it might impact employment decisions. We will give you access unless there is an ongoing investigation or a legitimate business reason to protect confidentiality.

Because we are sensitive to employees' legitimate privacy rights, we will make every effort to guarantee that workplace monitoring is done in an ethical and respectful manner.



Fred Garrison Oil Company

Employee Handbook

520 Telecommuting

Effective Date: 1/1/2013

Revision Date:

Fred Garrison Oil Company may offer telecommuting to some employees when we believe it would benefit both the organization and the employee. Telecommuting is the practice of working at home or at a place closer to home instead of physically traveling to a central workplace. This policy outlines our policy related to telecommuting arrangements.

If you think that telecommuting would improve your ability to get your job done, submit a written request to your supervisor. The request should explain how you think telecommuting would be good for both Fred Garrison Oil Company and you. Your request should explain how they will be accountable and responsible, what equipment is necessary, and how communication barriers will be overcome.

When we decide if we will approve a telecommuting request, we look at factors such as position and job duties, performance history, related work skills, and the impact on the organization.

Your compensation, benefits, work status, work responsibilities, and the amount of time you are expected to work each day or each pay period will stay the same as before you started telecommuting (unless otherwise agreed upon in writing).

You and your supervisor must agree upon your schedule. If there is no written agreement about your schedule, you will work the same schedule as you did before you started telecommuting. You cannot change your schedule until your supervisor approves the change.

During working hours, your at-home workspace will be considered an extension of your workspace. Therefore, workers' compensation benefits may be available for any job-related accident that happens in your at-home workspace during working hours. We will investigate all job-related accidents immediately.

Fred Garrison Oil Company has no responsibility for an injury that happens in your at-home workspace outside of the agreed-upon work hours. You must also agree to maintain safe conditions in your at-home workspace. You are expected to follow the same safety habits as if you were working at the Fred Garrison Oil Company location.

If an injury happens while working at home, you must immediately report it to the Chief Executive Officer for instructions on getting medical treatment.



Fred Garrison Oil Company

Employee Handbook

You should not try to provide primary care for a young child during your at-home working hours. If a young child will be home during your at-home working hours, another person should be there to provide primary care. However, if a young child is ill, you may temporarily provide primary care for the child if your supervisor approves.

While working at home, you should also not try to provide primary care for an elderly adult who would otherwise require a nurse's care.

Telecommuting is an alternative method of meeting the business needs of Fred Garrison Oil Company. It is not a universal employee benefit. We have the right to refuse to make telecommuting available to an employee. We also may terminate an existing telecommuting arrangement at any time.



Fred Garrison Oil Company

Employee Handbook

522 Workplace Violence Prevention

Effective Date: 1/1/2013

Revision Date:

We are committed to preventing workplace violence and making Fred Garrison Oil Company a safe place to work. This policy explains our guidelines for dealing with intimidation, harassment, violent acts, or threats of violence that might occur during business hours or on our premises at any time.

You are expected to treat your co-workers, including supervisors and temporary employees, with courtesy and respect at all times. You should not fight, play tricks on others, or behave in any way that might be dangerous to other people. Even if an employee is licensed to carry a concealed weapon, the employee may not bring the weapons onto Fred Garrison Oil Company premises without informing a management person in advance.

Fred Garrison Oil Company does not allow behavior at any time that threatens, intimidates, bullies or coerces another employee, a customer, or a member of the public. This includes off-duty periods. We do not permit any act of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

You should immediately report a threat of violence or an act of violence by anyone to your supervisor or any other member of management. If you report a threat of violence, give every detail you can.

Be sure to immediately report any suspicious person or activities to a supervisor. Do not place yourself in danger. If you see or hear trouble or a disturbance near your work area, do not try to see what is happening or try to stop it.

We will promptly and completely investigate all reports of violent acts or threats of violence. We will also promptly and completely investigate all suspicious people and activities. We will protect the identity of a person who makes a report when practical. Until we have investigated a report, we may suspend an employee, either with or without pay, if we think it is necessary for safety reasons or to do the investigation.

If you commit a violent act, threaten violence, or violate these guidelines in any way, you will be subject to prompt disciplinary action up to and including termination of employment.

If you are having a dispute with another employee, we encourage you to talk it over with your supervisor or the Chief Executive Officer. Fred Garrison Oil Company wants to help you work out problems before they become serious and possibly violent. We will not discipline you for bringing these types of problems to our attention.



Fred Garrison Oil Company

Employee Handbook

526 Cell Phone Usage

Effective Date: 1/1/2013

Revision Date:

We provide cell phones to some employees for business use. Fred Garrison Oil Company cell phones may not be used for personal calls. Sometimes we may check phone bills to make sure this policy is being followed.

Fred Garrison Oil Company prohibits employees using hand held cell phones for business while they are driving. This restriction follows the certified driver's license regulation. If you are driving and need to use a cell phone, you should use your Bluetooth device or pull off the road and stop before you place a call or talk on the phone.

As a representative of Fred Garrison Oil Company, cell phone users are reminded that the regular business etiquette employed when speaking from office phones or in meetings applies to conversations conducted over a cell phone. When using a cell phone, please remember to keep your conversations private and quiet.